Humanities Department Meeting Tuesday, September 4, 2012 College Hour, 12:00 p.m. – 1:00 p.m. Room 314

Approved Minutes

Present: Carol Hegarty, Humanities & World Languages Department Chair

Nannette Kelly Van Decker Hope Davis Jorge Estrada Taylor Ruhl

Recording Secretary: Toni Gamboa

The Humanities Department meeting was called to order by Carol Hegarty, Humanities & World Languages Department Chair at 12:07 p.m.

Approval of Minutes

 $\overline{M/S/C}$ N. Kelly/V. Decker to approve the minutes of the Humanities & World Languages of Wednesday, August 23, 2012 as presented.

DE Program

- Notification of DE Accreditation from the State will be until November 15, 2012.
- All DE classes must be approved by the Department Chair and Dean. Since the loss of DE Accreditation, the Deans have been instructed to have the faculty start from zero. To start from the beginning.
- If DE Accreditation does not pass, DE classes will have to be turned into face-to-face classes.
- Dean Ruhl stated that if you do not want to live in the unknown, then do not schedule DE courses until Fall 2013. By that time, DE's fate will have been determined.
- Presently, DE lacks support staff. Only Andres Martinez and David Zielinski comprise DE. Martha Olea former support staff was moved to IT. Martha was praised by the Humanities and World Languages Department for providing such great support during her tenure with DE.
- Carol prompted Van Decker to start the process of loading his MUS 102 class which students buy into. Informed Van and those present that Kathy Berry is looking into whether charging students for two CDs is legal.
- Nannette Kelly will slowly be uploading her online Art class on the website to perhaps have it ready for Summer. It took about 8 months to upload her previous online class.

Academic Senate Representation

- Carol Hegarty stated her concern regarding the ALLS Arts, Letters & Learning Services Division having 4 representatives all from the English Department.
- Carol also stated that she was taken off guard by the fact the Academic Senate normally conducts elections the first part of the semester; however, these elections took place in Spring in May.
- One individual resigned, Cathy Zazueta/Learning Services has been designated as the 4th representative to represent the ALLS Division.
- Carol encouraged the Humanities and World Languages Department to keep an
 eye for the upcoming Academic Senate elections to ensure Humanities has a
 representative.

SLO/PLO Meetings

- The SLO/PLO meetings are an issue which is currently being discussed with the District. According to Krista Byrd, the SLO/PLO meetings are an extra duty. CTA is countering with the District to negotiate. In the meantime, Carol stated SLO/PLO still have to be done.
- Carol is concerned with one too many meetings scheduled for Thursday. Carol will be cancelling the upcoming scheduled SLO/PLO meeting on Thursday.
- Hope Davis was informed that the SLO/PLOs which she submitted were lost.
 Carol asked Hope to look for the paperwork and please re-submit them to her.
- Additionally, Carol will be contacting Aaron Edwards to inform him to look for his paperwork which was also lost and to re-submit as well.
- Carol will be working with the adjunct faculty to complete the SLOs.
- Will meet with the Department on the third Thursday to work on an assessment of a PLO. The faculty will need to bring data to the meeting in order to plug in the pertinent information in order to complete the form.

Other

- Jorge Estrada would like to conduct a large print seminar. Interested in producing 30 x 40 large prints. Would like to have students pay \$15.00 for the print to cover paper cost. The seminar is conducted in the art studio which he utilizes as a dark room.
- The seminar would be conducted on the weekend in October before Halloween.
- In the past students have paid the monies in the Business Office. Jorge then collects the monies from the Business Office.
- Department meetings are held the first Tuesday of the month.
- SLO/PLO meetings scheduled for every first and third Thursday of the month.

Adjournment

The Humanities & World Languages Department meeting was adjourned at 12:30 p.m.