



Behavioral & Social Sciences Department

**BSS Department Meeting
Friday, August 16, 2019
2:00 – 3:00 p.m., Room 2725**

Minutes

<input checked="" type="checkbox"/> Barcroft, Shawn	<input checked="" type="checkbox"/> Gretz, Suzanne (Dept. Chair)	<input type="checkbox"/> Soto, Veronica (Liaison)
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Knaak, Manfred	<input checked="" type="checkbox"/> Staton, Robin
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Patel, Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Thelen, Austen
<input type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> Wainwright, Mary-Jo
<input checked="" type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Rodiles, Nicole	<input checked="" type="checkbox"/> Williams, Tina
<input checked="" type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Solomon, Lisa	<input checked="" type="checkbox"/> Wright, Bradford

Call to Order (Chair Gretz)

The meeting was called to order at 2:40 p.m.

1. Approval of Minutes (Chair Gretz)

The minutes of May 20, 2019 were approved (M/S/C – L. Solomon/M. Knaak).

2. Introductions (Chair Gretz)

A sign-in sheet was passed around to both full and part-time faculty. Part-time faculty will be compensated for attending.

Part-time faculty were introduced to everyone.

3. Syllabus Due Date and Templates – Due August 30, 2019 for Fall 2019 (Chair Gretz)

Instructors were reminded to submit their syllabus onto the syllabi site.

4. Office Hours – Due August 26, 2019 for Fall 2019 (Chair Gretz)

Office hours are due no later than the start of the second week of classes.

5. Opening Day Rosters and Census Rosters – (Chair Gretz)

Chair Gretz informed every one of drop/census/final grade important dates for the full year. She edited the opening day memo for new instructors which Admissions and Records sends to all. Census rosters are due by the second week; however, instructors should submit them prior to the deadline.

6. Drop and Grade Submittal Policies (Chair Gretz)

Deadlines for drops and grade submittals were given as well as the importance of adhering to them.

7. Faculty Absences (Chair Gretz)

An emphasis on calling in an absence and speaking with a live individual to report the absence is crucial. Instructors must call in even if they have notified their students. Please call Elvia first, Silvia next, or Academic Services to report the absence.

Faculty must report all absences by the 10th of each month in WebSTAR, regardless of giving an out-of-class assignment to students. If the class cancels, it is considered an absence.

8. Faculty Evaluations (Chair Gretz)

Regular tenured full-time evaluations are completed every 3 years; refer to Article 10 in the CTA contract. Notification is sent during the first two weeks of the semester, informing instructors of their classroom observation.

Tenure track faculty evaluations take place every fall semester during the tenure review period. Refer to Article 11 in the CTA contract for more information.

Part-time evaluations are completed in the first semester of employment, once in the second year of employment, and at least once every 3 years thereafter. Two individuals, typically the Dean and Chair, or an expert in the discipline would evaluate the part-time faculty member. The part-time contract allows the instructor to change their evaluator. See part-time contract for detailed information.

9. Faculty Mailboxes and Part-Time Faculty Offices (Chair Gretz)

There will be no change to the faculty mailboxes. Part-time office would only change if the remodel in the 800 building takes place. R. Herbert asked if more desks would be added to the Part-time office. Chair Gretz recommended he speak to the President of the Part-time union to express his concerns.

10. Reprographics (Chair Gretz)

No changes to Reprographic location or services provided.

11. Canvas (Chair Gretz)

X. Tirado does a great job and will schedule one-on-one appointments to offer help with Canvas. She also has various workshops throughout the semester.

12. Student Learning Outcomes (SLOs) & SPOL – (Chair Gretz)

This semester there is a push to get SLOs and PLOs updated, mapped, and on target for regular evaluation and reporting. The SLOs in our Department are variable. Some have PLOs and no SLOs. There is much work needed since the Accreditation visit. We are not documenting. SPOL is the software that we are currently using to track SLOs. This year there will be some change on how SLOs are being tracked, but it is still definite.

13. Starfish – (Chair Gretz)

No report.

14. Guided Pathways – (Chair Gretz)

It is rolling out this semester. Chair Gretz shared that guided pathways, now Learning and Career pathways, are a way to help student select a course of study. A preliminary rubric was given out and was explained. Chair Gretz needs input from the various disciplines. It is due to Dr. Tafoya on August 23, 2019.

15. Course Scheduling for Winter 2020 and Spring 2020 – (Chair Gretz)

Course schedules are in progress now and the deadline for completion is September 15, 2019. Chair Gretz will give everyone access in the Google shared drive, of the rolled over schedules that currently exists. Access to information should be available on Monday or Tuesday. Once feedback is received, course selection can begin. It may be completed differently this time.

Adjournment

The meeting was adjourned at 3:05 p.m.