



Behavioral & Social Sciences Department

**BSS Department Meeting
Monday, April 08, 2019
2:40 – 4:00 p.m., Room 413**

Minutes

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

Call to Order/Approval of Minutes – 03/11/19 (Chair Gretz)

The meeting was called to order at 2:44 p.m.

1. Approval of Minutes (Chair Gretz)

The minutes of March 11, 2019 were approved as presented (M/S/C – L. Solomon/M. Knaak).

Aruna Patel has been on leave due to her husband's injury, which has worsened. She plans to return after spring break. Chair Gretz thanked everyone for stepping in to sub for her classes and all expressed their sympathy.

2. BSS Department Academic Senate Representative (Chair Gretz)

Academic Senate elections were held and resulted in S. Cauchon being elected as a representative. R. Epps took the responsibility as President-elect. Both were congratulated by all. M.J. Wainwright stated that the actions of Academic Senate this upcoming year will be critical. BSS will need a Department representative for Academic Senate. A. Thelen has been representing the Department for the last 2 years. Chair Gretz asked if anyone else would like to represent. B. Reyes expressed an interest and asked what it entails. She agreed to shadow A. Thelen. The department voted in favor of A. Thelen serving as the department Academic Senate representative.

3. Commencement Ceremony Stage Invitation – BSS Nominees: MaryJo Wainwright, Austen Thelen (Chair Gretz)

One faculty member from each Division will be selected to sit on the graduation ceremony stage. Dean Drury asked the Chairs to send him the name of a faculty member from each Dept. Chair Gretz sent it out to BSS faculty, and two names were selected. Faculty at the meeting consented to sending both M.J. Wainwright and A. Thelen's names forward to Dean Drury.

4. Scheduling and Course Selection (Chair Gretz)

- a. **Summer** – The schedule has been posted. Priority Registration begins May 13. All full-time and majority of part-time instructors have selected classes. Psychology, Sociology, as well as, one prison course still need to be staffed. Overall, summer is complete.
- b. **Fall** – Chair Gretz has the final edit back from Dean Drury and she will have it out to instructors for course selection next week. The goal is to have all instructors select their classes prior to spring break. Official deadline is May 15 and Registration is July 08, 2019.

5. BSS Course Selection Department Rules (Chair Gretz)

Chair Gretz shared an issue with certain full-time faculty, who teach overload in our department, but were hired in a different area. The response time for selecting courses has been problematic. There is nothing in the full-time contract regarding response time during the course selection process; however, if everyone in the department agrees to having a 48-hour response time, it would fall under the contract regarding department policies. Everyone agreed that 2 business days, starting fall 2019, would be ideal.

6. Book Orders for Summer and Fall (Chair Gretz)

Book orders for summer and fall are due April 15, 2019. Please submit orders to Elvia as soon as possible.

7. Curriculum (Chair Gretz)

- a. Updates of Existing Programs – ADS, HIST, SOC, and PSY AA-T Degrees are being updated. In HIST, some non-History courses were removed from the requirements in the major. In ADS, new courses were added due to requirements from the Accreditation agency. In PSY, 202 was replaced with 211. Course 204 was moved to List B, under the requirements for the major. In SOC, a new Research Methods course was created and added to the major, replacing PSY Research Methods, due to mandated requirements to the course. It will be offered in the spring.
- b. CORs – They are being updated. Instructors were reminded to be sure that textbooks are not more than 5 years old. If the textbook is old, and has to be used, there is a field to notate when updating the COR in the system. History 110, PSY, and others have been updated successfully.
- c. DE Addendums - Every class being developed for Distance Ed. has to have an addendum. This is done by completing a form in CurricUNET. In our Department, most disciplines have a small number of courses that are taught online. Chair Gretz would like to compile a list of courses recommended by the disciplines as appropriate, or a priority for online course offerings.

- d. Program Pathways – A week ago, Monday, it was learned that all degree program pathways have to be completed the end of the week. The degree must be updated in order to complete the Pathways. If anyone would like to review their Pathway, or give their input, Chair Gretz is happy to have it.

8. SLO-PLO Mapping and Program Review (Chair Gretz)

The Accreditation team was not impressed with our measure of SLOs. Up until the last 3 years, the college was doing great at measuring SLOs, however, over the last 3 years, this wasn't the case. Instructional Council is putting together a way to integrate Program Review with PLOs/SLOs/SAOs. During the 3-year cycle of Program Review, each program will also have to complete PLOs. This will affect the budget, as SLOs affect how we improve instruction, in turn, determine how monies are requested. So, every 3 years all SLOs have to be mapped to the PLOs, PLOs completed along with Program Review, and included with all requests. Programs will also be updated, all the while. Since, A. Thelen completed this for Geography, the department will use this as the paradigm.

9. Department Reports (Chair Gretz)

No Discipline Reports

10. Questions/Comments/Concerns (Chair Gretz)

Psychology is the only discipline hiring in our department. The committee is having a difficult time getting everyone together.

L. Solomon and the LGBTQ+ Club held a successful 6th annual Youth Empowerment Summit over the weekend. She stated that there were 60 attendees and 6 representatives from the Phoenix Chapter of the Sisters of Perpetual Indulgence.

Adjournment

The meeting was adjourned at 3:50 p.m.