



**Behavioral & Social Sciences Department**

**Department Meeting  
August 14, 2020  
1:30 – 2:30 p.m., Via Zoom**

<input type="checkbox"/> Barcroft, Shawn	<input type="checkbox"/> Gretz, Suzanne	<input type="checkbox"/> Soto, Veronica (Liaison)
<input type="checkbox"/> Camillo, Elvia (Recorder)	<input type="checkbox"/> Knaak, Manfred	<input type="checkbox"/> Thelen, Austen (Chair)
<input type="checkbox"/> Cauchon, Steven	<input type="checkbox"/> Patel, Aruna	<input type="checkbox"/> Wright, Bradford
<input type="checkbox"/> Drury, Dave (Dean)	<input type="checkbox"/> Reyes, Barbara	
<input type="checkbox"/> Duva, Mark	<input type="checkbox"/> Rodiles, Nicole	
<input type="checkbox"/> Epps, Ric	<input type="checkbox"/> Solomon, Lisa	

1. Approval of Minutes
  - Meetings minutes from April 21, 2020
  
2. General Updates
  - CARES funds to purchase equipment for DE transition and effective teaching. Please contact Dean Drury if you have any requests.
  - Work on Winter/Spring 2021 schedules has begun (September 15, tentative completion date)
  - Offerings are anticipated to be fully DE for Winter 2021. Spring 2021 will be mostly online. The number of synchronous course offerings (lectures via Zoom) may be increased.
  - Faculty should not come to campus except for absolute necessities. If you must come to campus, please contact Dean Drury in advance to set up an appointment.
  
3. Academic Senate Declaration of Candidacy – BSS Department Representative
  - Vote (if needed) will be held online from August 17-21
  
4. Syllabus Due Date AND Templates
  - Due August 28, 2020 for Fall 2020
  - Use the updated information/links/phone numbers if possible
  
5. Office Hours
  - Due August 24 2020, for Fall 2020
  - Zoom, Discussion Boards, Pronto, IVC Office Phone Forwarding
  
6. Opening-Day Rosters AND Census Rosters
  - Because of the IT issues, President Garcia has suggested only completing the Census Rosters

Term	Semester Starts	Census Roster Due	Last Day to drop with a "W"	Semester Ends
Fall 2019	8/17/2020	8/30/2020	11/7/2020	12/12/2020
Winter 2020	1/4/2021	1/10/2021	1/27/2021	2/4/2021
Spring 2020	2/16/2021	2/28/2021	5/15/2021	6/11/2021
Summer 2020	6/21/2021	6/28/2021	7/21/2021	7/29/2021

7. Drop and Grade Submittal Policies – See above for drop deadlines. See below for final grade due dates for 2020-2021.

Term	Semester Starts	Semester Ends	Final Grades Due
Fall 2020	8/17/2020	12/12/2020	12/17/2020
Winter 2021	1/4/2021	2/4/2021	2/11/2021
Spring 2021	2/16/2021	6/11/2021	6/17/2021
Summer 2021	6/21/2021	7/29/2021	8/5/2021

8. Faculty Absences

- Report Using Service Desk and WebStar – Due before the 14<sup>th</sup> of each month

Login: [https://webstar.imperial.edu:7773/pls/ivc01/twbkwbis.P\\_WWWLogin](https://webstar.imperial.edu:7773/pls/ivc01/twbkwbis.P_WWWLogin)

9. Faculty Observations

- Regular/Tenured Faculty: To take place between September 21 and November 6, 2020
- Tenure-Track Faculty: To take place between September 21 and November 6, 2020
- Part-Time Faculty: To take place within 25 days of the pre-evaluation conference, if requested
  - Volunteers to evaluate part-timers (must be tenured faculty)

10. SLOs and Program Review

- Please double check the SLO's from the Course Outlines of Record (spread sheet attached). They need to match our syllabi.
  - Overall SLO Strategy
  - Meetings with individual departments
- Comprehensive Program Reviews
  - Anthropology; Political Science; Social Science
- Updates
  - History; Psychology; ADS; Behavioral Science; Elementary Edu; Sociology; Geography

11. Budget Requests

- Please submit any/all budget requests to the chair/dean as soon as possible.

**For the Good of the Order**

Links for reference:

1. Reprographics Offices

Information regarding Reprographics can be found on the [IVC Support Webpage](#) and in the [Service Desk Clients Guide Handout](#).

2. Canvas

Faculty and students can access their Canvas course sites by clicking on Canvas under the "Faculty & Staff" tab or the "For Students" tab on the IVC website, or by going to <https://imperial.instructure.com>.

Additional information can be found on the [Everything Canvas link](#) on the Distance Ed Webpage.

3. [Starfish](#)