



Behavioral & Social Sciences Department

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

Minutes

<input checked="" type="checkbox"/> Aguilera, Christina	<input checked="" type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Semmes, Laura
<input checked="" type="checkbox"/> Barcroft, Shawn	<input type="checkbox"/> Gretz, Suzanne	<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 checked="" type="checkbox"/> Morales, Roxanne	<input checked="" type="checkbox"/> Thelen, Austen (Dept. Chair)
<input checked="" type="checkbox"/> Cortez, Samuel	<input checked="" type="checkbox"/> Patel Aruna (ADS Coord.)	<input checked="" type="checkbox"/> Williams, Tina
<input checked="" type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Reyes, Barbara	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Rodiles, Nicole	

Call to Order (Chair Thelen)

The meeting was called to order at 2:07 p.m.

1. Approval of Minutes (Chair Thelen)

The minutes of April 21, 2020 were approved (M/S/C – L. Solomon/R. Epps).

2. General Updates (Chair Thelen)

Chair Thelen asked, of those present, for a consensus from our Department to start classes on August 24 due to the technology issues from the cyber-attack at the college. No makeups would be required due to the lost week. The decision was made collectively to start BSS department classes on August 24, 2020. Dean Drury added that part-time faculty should be emailed for consent prior to sending a response to Dr. Tafoya.

- Cares funds – Any needs or equipment requests please contact Dean Drury.
- Winter/Spring 2021 – Adjustment/course selection has begun with a tentative completion date of September 15.
- Course Offerings – Winter courses are anticipated to be fully online. Spring courses will mostly be offered online; however, synchronous classes may be increased and Chair Thelen will inform everyone. Dean Drury suggested that the Department select synchronous courses.

- Campus visits – Faculty should not make campus visits, unless it's an absolute necessity. If necessary, visit must be set-up in advance by contacting Dean Drury.

3. Academic Senate Declaration of Candidacy – BSS Department Rep. (Chair Thelen)

- Candidates L. Solomon and S. Barcroft were present. L. Solomon withdrew her candidacy in support of S. Barcroft.

4. Syllabus Due Date and Templates – (Chair Thelen)

- Syllabi are due August 28.
- In lieu of the emergency situation, use the syllabi template with updated links that Dr. Tafoya sent everyone via email.

5. Office Hours – (Chair Thelen)

- Office Hours are due August 24.
- Please specify form of delivery – Via Zoom, discussion boards, Pronto, and contact I.T. regarding forwarding of your office phone extension.

6. Opening-Day & Census Rosters – (Chair Thelen)

- Due to ongoing IT issues, President Garcia is suggesting only Census rosters be submitted. Do not take over 25% over quota, unless pre-approved by Dean.

7. Drop & Grade Submittal Policies – (Chair Thelen)

- Deadline dates were included on the agenda for drop deadline and grade submission.

8. Faculty Absences – (Chair Thelen)

- If more than a day or more than 48 hours, please report absence via WebSTAR before the 14th of each month. Link included on agenda.

9. Faculty Observations – (Chair Thelen)

- Regular/Tenured Faculty: Observation between September 21 to November 06, 2020.
- Tenure-Track Faculty: September 21 to November 06, 2020.
- Part-time Faculty: Within 25 days of Pre-Evaluation Conference, if requested.

Dean Drury added how observations are conducted online and stated that Dr. Tafoya would send out communications regarding evaluations.

10. SLOs and Program Review – (Chair Thelen)

- Instructors should double check that SLO's from the Course Outlines of Record (spread sheet included with agenda) match their syllabi. Chair Thelen and Elvia will go over this also.
 - Overall SLO Strategy – K. Howell has a plan in place. PLOs & ILOs need to be mapped.
 - Meetings - Chair Thelen will visit with various disciplines by setting up Zoom meetings to discuss what needs to be done.
 - Comprehensive Program Review – Anthropology, Political Science, and Social Science are due.
 - Updates – History, Psychology, ADS, Behavioral Science, Elementary Education, Sociology, and Geography are needing updates.

11. Budget Requests – (Chair Thelen)

- Any budget requests send to Chair Thelen/Dean Drury. A. Patel mentioned that she is interested in upcoming conferences. Chair Thelen asked that she send him a request.

For the Good of the Order

Chair Thelen added that SLOs must be done by full-time instructors.

Adjournment

The meeting adjourned at 2:46 p.m.