



Behavioral & Social Sciences Department

**BSS Department Meeting
Monday, September 21, 2020
2:40 – 3:40 p.m., Via Zoom**

Minutes

<input checked="" type="checkbox"/> Aguilera, Christina	<input type="checkbox"/> Duva, Mark	<input checked="" type="checkbox"/> Rodiles, Nicole
<input checked="" type="checkbox"/> Barcroft, Shawn	<input checked="" type="checkbox"/> Epps, Ric	<input checked="" type="checkbox"/> Solomon, Lisa
<input checked="" type="checkbox"/> Camillo, Elvia (Recorder)	<input checked="" type="checkbox"/> Gretz, Suzanne	<input type="checkbox"/> Soto, Veronica (Liaison)
<input checked="" type="checkbox"/> Cauchon, Steven	<input checked="" type="checkbox"/> Knaak, Manfred	<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"/> Diaz, Abril	<input checked="" type="checkbox"/> Plascencia, Jose	<input checked="" type="checkbox"/> Wright, Bradford
<input checked="" type="checkbox"/> Drury, Dave (Dean)	<input checked="" type="checkbox"/> Reyes, Barbara	

Call to Order (Chair Thelen)

The meeting was called to order at 2:42 p.m.

1. Approval of Minutes (Chair Thelen)

The minutes of August 14, 2020 were approved (M/S/C – R. Epps/A. Patel).

2. General Updates (Chair Thelen)

- Winter '21 – Chair Thelen announced that the schedule is complete.
- Spring '21 – Course selections are almost completed.
- Campus Visits – Schedule visits in advance by contacting Dean Drury. Provide him with the area you'll be visiting, so cleaning may be scheduled after your visit.

3. Discipline Meetings. (Chair Thelen)

- Chair suggests scheduling discipline meetings prior to October 19 Department meeting.
- Goals for Discipline Meetings:
 - SLO-PLO=ILO maps
 - Assessment Scheduling
 - Discipline budget requests/discussion
 - General Business

All present were ok with this.

4. DE Addendums (Course Outline of Records) – (Chair Thelen)

- Emergency (overall) DE addendum expires this semester. The state allowed this due to the crisis, but it is now ending.
- A number of BSS Courses currently lack DE addendums (list provided to all).
- All BSS courses must have a DE addendum to be offered via DE modality going forward (post Fall 2020). Question regarding elective courses needing addendum. Chair Thelen stated that an addendum would be done for these courses as well.
- Blanket DE Addendum strategy has been suggested...if a particular course cannot be offered via DE modality, faculty should provide a justification for not adding a DE addendum to the COR.

Chair Thelen asked A. Patel if there was any reason why any ADS courses should not be listed with a DE addendum. A. Patel responded that all ADS courses are ok to have an addendum. Assistance in ADS was offered and Chair Thelen complimented all on a great job teaching online. Dean Drury suggested that disciplines notate discussion of DE in their meetings.

5. DE Certification (post COVID-19) – (Chair Thelen)

- @One Training, or IVC “In-House” training is needed to teach asynchronous DE courses (Traditional DE/Hybrid) under normal circumstances.
- @One is a 12-week course, the next course starts on 9/28, the cost is \$255. (Please reference email from Xochitl Tirado)
- DE committee anticipated offering the IVC In-House certification course before Fall '21. However, dates/scheduling have not been finalized. Chair Thelen stated that he didn't think there was a cost for anyone and it would take less than 12 weeks.
- As of today, synchronous online sections (Zoom) **will not** require faculty to have official certification. (Please note that this policy may still be amended.)
- Possible Resolution Language (discussion):
 - Chair Thelen read the possible resolution language open for discussion.

S. Gretz stated that these resolutions are problematic as they are negotiable items. Chair Thelen understands wants to get the conversation started at Department level prior to approaching through the appropriate channels. A.

Patel stated that this would not work for jail classes and Chair Thelen agreed. Discussion ensued over apportionment and how Zoom, Online, and Face-to-Face classes are viewed.

6. Book Orders – (Chair Thelen)

- Winter '21 book orders are due to Elvia by 10/02/20. Please include the title and 13-digit ISBN with your order.
- Spring '21 book orders are coming up, you will be notified when the due date is finalized.

7. Faculty Observations (Evaluations) – (Chair Thelen)

- Faculty member with evaluations due this semester should have been notified by Dr. Tafoya (via email).
- Expectations, Process, and Pre-Evaluation Meetings.
- Regular/Tenured Faculty: To take place between 9/21 and 11/06.
- Tenure-Track Faculty: To take place between 9/21 and 11/06.
- 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)

An MOU is currently ongoing pertaining Regular/Tenure Faculty; therefore, evaluations will be placed on hold. S. Gretz stated that CTA and the Administration are trying to expedite this process. Both Chair Thelen and Dean Drury agreed to proceed with Part-time evaluations for now.

8. Construction on Campus – (Chair Thelen)

- No official word from admin, but renovations appear possible soon.
- Removing valuables/property from faculty office.

Dean Drury stated that dates have not been set yet. Chair Thelen states that Ample time will be given to remove valuables.

9. Academic Senate News/Updates – (Chair Thelen)

- Senate representation and process.
- 2020-21 agenda in brief.

S. Barcroft was congratulated for his role as the Academic Senate Representative for our Department. Any concerns should be taken to Senator Barcroft.

R. Epps shared a brief overview of the next meeting in October. He stated that the technology infrastructures are dated and advancements need to be made for Faculty and Admissions to improve their jobs. An OER committee is

being populated, as well as, lots of new ideas, which will lead to lots of change. Surveys will be sent out to faculty. President Garcia agreed to Academic Senate having a spot in the President's cabinet meetings.

For the Good of the Order – (Chair Thelen)

No comments

Adjournment

The meeting adjourned at 3:53 p.m.