

## **Political Science and Geography Departmental Minutes 8-23-13**

- I. Report From Chair
  - a. Elizabeth reported that the History department locked the mailroom due to concerns over student loitering and theft over the summer and, as a result, mail delivery was stopped since the mail delivery personnel did not have access to the mailroom. She added that mail delivery has now resumed since the mail room is no longer locked.
- II. Tyler said that the department has a new printer in his office. He said that department members can call Robert Jackson in I.T. to request that a driver for the new printer be installed on their computers. He added that the new printer is a color printer.
- III. Budget Request
  - a. Tyler asked why Humanities and Social Sciences was left out of the opening meeting packet. Elizabeth stated that she would ask at the next Division meeting.
  - b. Elizabeth urged department members to get budget requests in early.
- IV. SLOs were discussed and department members volunteered to take responsibility for evaluating and inputting data for courses.
  - a. Members of the department pointed out that some courses erroneously say they have never been assessed. Elizabeth said she would correct the erroneous information in those courses.
- V. The department discussed the effort to hire a full-time replacement for Jerry.
  - a. Elizabeth shared the request she prepared for the Division with the members of the department. She noted that it states we are looking for someone who will teach five sections of POLI 1. Elizabeth observed that we are really only asking for one new full time hire even though we are actually down 1 ¾ full time positions.
- VI. Elizabeth and Dafna both gave distance learning Power Point presentations to show members of the Political Science faculty how they have designed and set up their Geography distance learning courses. There were a lot of questions and a lot of interest in their presentations and some members of the department expressed interest in seeing a distance learning version of POLI 1 created in the future.
- VII. The department decided to have fall 2013 meetings on the second Tuesday of each month.
- VIII. James mentioned that Judy Lawton requested that a full time faculty member be appointed to serve as a liaison for adjunct faculty to convey important information that is discussed in department meetings to adjunct faculty. Elizabeth stated that her door is always open to adjuncts if there is anything they want to know about

department meetings or policy. She said that she is the liaison between full time faculty and adjuncts.