

Political Science and Geography Department Minutes 9-10-13

- I. Minutes from 8-23-13 meeting approved.
- II. Senate Report (Curtis stated that there was nothing important to report)
- III. Faculty Association Report
 - a. New Contract
 - i. Elizabeth reported that full-time faculty who have one overload cancelled can bump any adjunct who doesn't have rehire rights, but has to keep the same time, day or course as long as its done the Friday before classes start.
 - ii. Elizabeth stated that faculty no longer have to itemize supplemental hours.
- IV. Division Report
 - a. Elizabeth reported that Sociology chair David Medina retired effective the beginning of the Fall 2013 semester.
 - b. Elizabeth informed departmental members that the Division will no longer post for absences if faculty members know in advance. They will only post for last minute emergencies. She said that faculty should send students an email regarding absences they know about in advance. Eventually she said the Division wants to post faculty absences on the Mt. SAC web page.
 - c. Elizabeth reported that the Division wants the department to add courses that are required for transfer rather than courses that are not required for transfer.
 - d. Elizabeth informed departmental members that Mt. SAC is replacing computers in classrooms with priority going to labs.
 - e. Elizabeth said that Mt. SAC has decided that it needs a new testing center for DSPS. They will relocate to Building 26-A in about four class rooms.
 - f. Elizabeth reported that the Division is constructing a new building where the tennis courts are and English classes will be moved there.
 - g. Elizabeth stated that there is going to be an increased need for faculty office space in coming years.
 - h. Elizabeth reported that the Division monitored enrollment in classes during the Spring 2013 semester and it found that POLI 1 classes filled very quickly, but POLI 2 added students slowly and never completely filled, consequently the Division suggested offering POLI 2 once a year. Curtis stated that the class usually has an enrollment of between 30 and 40 and the Spring 2013 semester was the lowest enrollment he's seen since he's been teaching the class. James argued that POLI 2 is an introductory course which Political Science majors generally take along

with International Relations and Political Theory. He added that as a department we should strive to serve our majors as well as students who are simply taking POLI 1 to fulfill GE requirements.

- i. Elizabeth reported that Jeanne-Marie clarified why the accomplishments of the Division of Humanities and Social Sciences was left out of the fall opening ceremony program. She told Elizabeth that she typed up the list of accomplishments and gave it to Jim, but he did not submit it for inclusion in the program.
 - j. Elizabeth stated that AA-Ts need Program Outcomes. She explained that political science needs to develop a body of knowledge that all political science majors should be able to master. She added that other departments also designate a capstone course.
- V. Tyler reported that the department has a brand new printer in his office that is available to department members who wish to connect their computers to it.
- VI. Elizabeth stated that members of the department should turn their instructional budget requests into her ASAP.
- VII. Course Review and SLO Cycle
- a. Changes to Geography 91L were formally approved by the department.
 - b. Elizabeth informed James that POLI 5 needs SLOs and needs to be assessed.
 - c. Elizabeth reported that POLI 35 and POLI 25 need to be assessed and the POLI 35 Course Outline of Record needs to be revised. Members of the department volunteered collectively to assist her in revising it.
- VIII. The department approved changes to the Geography AA-T degree suggested by the state.