

Department of Geography and Political Science
Department Meeting Minutes
March 8, 2016

I. The minutes of the December 1, 2015 were approved without changes.

II. Curtis reported from the Faculty Association that there are still numerous committees that are looking for faculty. He also reported that he has volunteered to participate in an FA study that is examining the amount of time faculty spends in e-mail correspondence with students. Curtis reported that this study may lead to negotiation strategy and may impact the faculty contract as time spent on email may be considered part of our professional development activities or even part of our contractual office hour time.

III. There was no Faculty Senate report.

IV. In the course review process, James submitted the request for department approval of changes to POLI 7. The department was unanimous in supporting the changes that POLI 7 will now have an ENGL 1A prerequisite and an advisory only for POLI 1.

V. Dafna reported that she had resubmitted GEOG 1 & GEOG 1H with further documentation justifying the ENGL 1A prerequisite as requested by the curriculum committee.

VI. Elizabeth asked that everyone continue to track student learning outcomes in their courses and provide her with data at the end of the semester (or mid-semester if appropriate).

VII. Elizabeth discussed creating assessment and tracking for the program learning outcomes for the POLI SCI AAT degree. It was discussed that a capstone course could be used for such assessment. Curtis and James discussed the possibility of using POLI 2 (Comparative Politics) as just such a course as it reflects a combination of the various strands of study important to the degree.

VIII. Elizabeth reported the latest information from the Division. She reported on enrollment trends that the Division noted for the spring semester. She reported that the Division has asked Departments to consider their schedules to avoid possible class cancellations. She reported that the Division has noted a trend in students avoiding late afternoon classes and three-hour block classes and some 8 week classes. The Division has noted that morning classes fill the fastest across the Division and appear to be most popular right now with students. Spring enrollment overall was much softer than the Division anticipated (and was actually softer College-wide) and no one is sure why. It may be that an improving economy is pulling students away from school.

Elizabeth also reported that the College would like all instructors to include SLOs, or the link to the College website with SLOs, on their syllabi. She provided the link (new) to the college website.

Elizabeth reported that the Division wants to make sure everyone knows that the new contract requires all adjuncts to complete 1 hour of office hours every week. They will be paid \$25 for this hour. This hour may be completed via email, however, as long as it is in 'real time.'

Elizabeth said to be thinking about resource requests. She will need to include these in the PIE report due in June. This could include requests for additional office space, classroom space, or other large budget items. Curtis and James agreed that we should include a request for more office space and maybe directly ask the Division to create a Division-wide adjunct space.

Finally, Elizabeth reported that Dean Jenkins has moved April Tellez into the office space with Kimberly Earhart. This was done due to an emergency situation that arose in the History Department. Dean Jenkins acknowledged Political Science's claim to that space, but said that there was no other solution at this time.

IX. The Department approved James Stone's request for 3 LHE of release time per semester to be the Climate Action Plan Coordinator.