

**I. Call to Order**

- a) September scribe: Kim Earhart
- b) Attendance: Hal Hoffman, Jenn Wilson-Gonzalez, Ashley Haines, Kim Earhart, April Tellez, Daniel, Staylor, John Bradshaw, Sandy Esslinger, Cristina Hernandez, Kate Cannon, Ann Lee Grimstad, Bill Jones, Raul Chavez, Allie Frickert- Murashige

**II. Review of August minutes**

- a. Key (G4) to media room will be hanging in Kate's office
- b. August Flex Day minutes approved

**III. Co-Chair Reports**

- a) Division Meeting: Since the next meeting is 9/10, after our department meeting, there is nothing report.
- b) History: Regarding CIDs (Course Identification Number), the state decided that they want more clarity between equivalencies which help students transfer. The Chancellors' Office is asking us to modify our descriptors on several courses (3, 3H, 7, 7H, 8, 8H). Adjustments need to be made by March or we risk losing our transfer degrees.
- c) Art History: 1) The discipline recently submitted RFP; the vote on the RFP will occur on 9/10. 2) Scheduling is completed for Winter and Spring 2016. 3) The discipline recently had a training session for merging the Scholars Visual Resources. The discipline is trying to make campus wide accessibility as well as provide access from home. There are over 40,000 images that will support not only art history but history as well. If department members email Sandy, she will set it up so that each department member can have access to these high resolution images. 4) Cristina provided a hard copy of her around her office hours and campus schedule; it's also posted on her office door. 5) The discipline will also be looking at curriculum. Art History 8, 9, 14, 15 will align CID classes where it's reasonable. The HUMA 1 class is on Cristina's to do list.

**IV. Reports**

- a) Academic Senate: 1) No action items and no discussion items from the first meeting. 2) The committee openings list was passed around. 3) Kate noted a report concerning POD. Apparently, there is a lot of money available in POD (126,000) which can be used for conferences. It's available to adjuncts as well. 4) There is also a POD training regarding websites. If faculty members take the POD training, they can learn how to update department websites. It would be nice to update our History Department webpage.
- b) Faculty Association: 1) The big news was the contract. At the last meeting, the ballots were not in yet. Look over the contract: if you are a chair and if you are an adjunct, there are some changes with evaluations. Regarding acceptance, we

should hear officially about the contract any minute now. 2) There are task forces being created for Sexual Violence Reporting and Prevention and a CTA inspired strategic planning force in number crunching for negotiations. 3) Consider the dental insurance change: especially if you have dependents, you may save some money but if you are single, it might cost more than the benefit you get. So, check the fine print. The dental insurance change is an attempt to add a third option not to squeeze one plan or the one other out.

#### V. Action

- a) Senate items for vote: No items to vote on
- b) FA items for vote: The only votes are the task force items. Let Bill know if you have thoughts on the dental plan
- c) HIST class enrollment caps: It is moved that we reduce class capacity for all history courses to 35 students. It was approved, seconded, and affirmed all around. It was noted that some classes are at 35 now while others are at 43. It was discussed that this is an equity issue as well as an attempt to honor assignment guidelines.
- d) HIST prerequisites: Do we raise the English prerequisites? History 3, 4, 7 & 8 have English 1A while all other classes have English 68. Some CORs allow for research papers but the students do not have that skill set yet. It was discussed that lowering class size could be a disadvantage in that it slows students down; however, if students are not succeeding in the classes on their first attempt, this too, slows them down. We may want to see what neighboring colleges have in terms of prerequisites. Bill suggested that we have breakout History Department meeting to discuss this topic. The breakout meeting will be held on September 23 at 3:15.

#### VI. Discussion

- a) Proposed meeting schedule for Spring 2016: moved & approved  
March 9; April 13; May 11; June 1 (first Wednesday)
- b) Department meeting minutes redux: Cristina expressed her apologies for any misinterpretation of the department meeting minutes conversation from the last department meeting. Her intention was not to replace adjunct meeting note takers with full time note takers but was instead intended as an attempt at fostering a culture of inclusiveness; she realized that it may have been misconstrued. Note takers for the remaining meetings are as follows: Jenn = October, Bill = November, Raul = December, Allie = March, Sandy = April, Hal = May, and Ann Lee = June.
- c) Open seat for department Senator: Meeting minutes from the June 5, 2013 meeting note that the department deliberated on whether or not we would allow adjuncts to serve in the FA and Senate as department representatives. It was decided that the FA representative could be an adjunct, if there was a full time faculty member as well. It was decided that the Senate representative should only be a full time faculty member. Allie is going to check to see if her schedule will accommodate Senate attendance in the Spring. The department will revisit

the possibility of allowing an adjunct to serve on the Senate but first someone needs to investigate if it's even possible for adjuncts to serve on the Senate.

d) PT faculty suffrage: In regards to department meetings, there is a provision in the contract that allows for adjunct faculty to vote on items or to allow adjuncts to vote on some things but not on other things. Perhaps this is something to think about?

e) Student worker duties: 1) The student worker cannot do any grading. It was discussed whether or not we can we allow the student worker to run off scantrons since grades are noted on the scantrons. It was decided that the student worker should have no assignments connected with student grades; therefore, no scantrons. 2) We can send emails to Kendra, if we need something printed out. She has a key to the copy room.

## VII. Forum

a) Open forum?: intended as a few minutes to discuss topics that don't fall under traditional agenda items

b) Contract re-openers: If there were things that we didn't get results on that we wanted to we might want to consider those items. In regards to contract negotiation items, it was discussed that perhaps we should generate a list as a department instead of only individual lists. The department lists might have more impact. Perhaps we could work with other departments to have an even larger impact? We may want to revisit sabbaticals. There was some discussion about chair compensation as well. Would a listserve, among department members, work for some outside discussion about contract issues? It was agreed that a listserve would be a good way to facilitate discussion of this issue.

c) Encouraging history majors: When writing our RFPs, we have to include majors. We had 24 majors in the last year alone. We would like to find a way to get more students interested in a history major. One suggestion would be to spruce up our website. Allie participated in a conference that addressed how students can use their history major. She volunteered to compile some of those materials. Ann Lee noted that the AHA and NEH has some material on this topic as well. In an attempt to create a handout, Kim noted that she compiled a list of websites, with quoted passages, concerning this topic several years ago. Sandy noted that this is key to promoting Humanities and Social Sciences in general.

## VII. Announcements

a) Miscellaneous announcements: Scheduling in building 80 is a concern. It's difficult to use computers and copiers. In terms of access, there needs to be faculty support, if we are going to teach over there. It was suggested that faculty will not be scheduled in building 80 in the future. Hal announced that today is California Mission Day.

b) October Meeting — October 14, 2015 at 3:00 pm

Chaired by: Kate Cannon

October scribe: Jen

c) October, November, and December meeting locations:

26A-1640 (downstairs conference room)

## VIII. Adjournment