

Flex Day
SAP Department Meeting Minutes
August 22, 2014
1:30 p.m.

Call to Order

The meeting was called to order by Chairperson Gallarde at 1:30 pm

Attendance

Chairperson Gallarde, Philosophers Diem-Lane and McGruder, and Sociologists Rillorta and Hatch and Minute-Taker Thomas

Dean Jenkins and A. Dean Velickovic were briefly in attendance

Minutes

- A motion was made and seconded to approve the June 2014 minutes
- A suggestion was put forth to rotate the minute-taking each month so as not to overtax Minute-Taker Thomas. Minute-Taker Thomas said she is happy to take the minutes and unless someone else just *wants* to do it, she is more than willing to be the minute-taker again this academic year as part of her service to the department. The department agreed, however, that if at any time Minute-Taker Thomas should change her mind, a rotation process could be put into place.

Fall Enrollment

Deans Jenkins and Velickovic answered questions and gave the following explanations regarding enrollment:

- In our department, 2 Soc and 9 Phil courses had to be cut; the goal is to reduce the number of last-minute course cancellations
- One strategy to do the above is to reduce the number of section offerings
- Improvements in the economy have fostered lower enrollment as people re-join the workforce
- The VP of instruction wants the division to cut classes earlier. The rationale behind cutting classes that don't fill within the first three weeks is that it gives the division data on what type of classes the students are quickly filling; attempts are being made to plan scheduling in accordance to students' first preferences, not their last resort

- Faculty are welcomed to review the data themselves to see the enrollment trends
- The “bump”—the increase in enrollment within the first week—disappeared last fall and didn’t return in the spring
- Some classes may also need to be offered on an every-other-semester rotation (i.e. Soc 4)
- Enrollment in distance learning and evening courses is down
 - Instruction wants a 90% fill rate by the first day
- Honors classes can still be stacked with non-honors classes because they are the same class, differing in rigor but not in content
- **Beginning Spring 2015 and continuing through Fall 2016, classes before 3 pm on Mondays – Thursdays will not be scheduled in 3-hour blocks**
 - 3:30 and 7 pm classes as well as Friday classes can still be scheduled in 3-hour blocks because there is a population of students who seek these time slots and fill them quickly
 - Professor Gallarde cautions against scheduling 3:30 classes that may end up being cut

Spring 2015 Course Schedules and Classroom Assignments

- Chairperson Gallarde has asked that any revisions to Spring schedules be submitted to her by **next Wed 8/27**
- Classroom preferences should be submitted at this time, as well, as she, rather than Teresa, is now doing the room assignments

2013-2014 PIE

- This year we have to set new goals
 - One goal may be to address enrollment
- Monday Chairperson Gallarde will submit requests for faculty replacement for Phil and then Soc

SAM

- Philosopher Wolde-Yohannes will not be returning this year as planned due to his continuing health issues
- We will send a gift basket of fruit
- We should bring cash to the 9/10 meeting

- Minute-Taker Thomas volunteered to will take the basket to his home in the event that we decide to not have it delivered

Announcements

- Various health updates regarding faculty were made
- Minute-Taker Thomas reported that her flex day presentation, *Fight it? Flee it? or Face it? Understanding Your Conflict Management Style* went well and that she has been asked to attend various department meetings and present her workshop; she will be conducting this workshop for classified staff on 9/10 from 11:30 – 1 p.m in the Regan Room
- Sociologist Hatch had two announcements: She has a student whose research on immigrant families will be approved by the IRB next week, and she (Dr. Hatch) will be conducting workshops on integrating research into the classroom
- Sociologist Rillorta gave a report about her experiences at the American Sociologist Association conference; and discussed the book that she plans to write if she is granted a sabbatical in 2015-16 academic year
- Human trafficking event will take place again this Nov.

Minutes prepared by Michelle Stewart Thomas