

# **SAP Department Meeting Minutes**

**Oct. 8, 2014**

**3:00 p.m.**

## **Call to Order**

The meeting was called to order by Chairperson Gallarde

## **Attendance**

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

## **Minutes**

- A motion was made and seconded to approve the September 2014 minutes

## **Spring 2015 Schedules: Classes on Hold**

- “Hold” classes will be introduced this spring. To put a class on hold is to schedule the class but not open it for student registration unless necessary due to low enrollment in other classes. So, for example, Professor X schedules 5 classes and one additional class that is put on hold. If one of Professor X’s 5 classes has low enrollment and will not make, the class on hold can be opened for registration.
- Three benefits of having classes on hold are as follows:
  1. It can reduce the number of adjuncts who get “bumped” to help an adjunct make load
  2. It can reduce the amount of last minute room and schedule challenges that arise when a FT needs a class to make load
  3. It can provide a new adjunct faculty member with a potential class in the event enrollment is up and classes on hold can actually be filled

## **Division Meeting Report**

- Highlights from the division meeting were discussed.
  - Chairperson Gallarde emailed SAP faculty minutes from the division meeting.


## **SLO/GEO**

- SLO/GEO discussed

# STUDENT PROGRESS REPORTS

- Progress reports for student athletes must now be completed on-line; students will no longer bring forms to the professors for us to sign.

## *How to Document Student Progress*

1. Log in to the portal and select the **FACULTY** tab
2. Look at the list of services under **Faculty Self Service**
3. Select **Refer Students to Tutoring or Counseling** (8<sup>th</sup> from the bottom)
  - a. Each of your classes will be listed with the number enrolled and the number who are being **monitored** (i.e. the number who need a progress report completed)
4. Select one of your classes by clicking on the **Provide Feedback** link
5. The names of the student who are being monitored will be listed first, and then the names of the remaining students will be listed in alphabetical order.
6. You have two options:
  - a. You can simply enter a grade for the student from the drop-down menu (like you do for the end of the semester grades) OR
  - b. You can enter a grade AND enter comments and recommendations by clicking on the **right facing arrow**  that is on the far **left** in the **SHOW/HIDE** column.

## Curriculum Update

- Soc 5/H have been approved for CID
- Sociologists Hatch and Stewart-Thomas are going to continue working on the Soc 3 Research Methods class. Suggestions have been put forth to cross-list the course with Poli-Sci in order to get a higher enrollment.
- A motion was made and seconded to change the name of the Phil 9 course from “Critical Thinking and Analysis” to “Critical Thinking and Writing.” The hope is that the name change will give students more clarity concerning the nature of the course.

## Supplies/Equipment

- Staplers, erasers, and staples were placed in the boxes of SAP FT faculty
- Minute-taker Thomas needs some post-its. Chairperson Gallarde will order these.
- 300 scan-tron item-analysis forms have been ordered
- Keys for the supply cabinet can be obtained by contacting Teresa

- Chairperson Gallarde locks the cabinets during the breaks and on weekends
- Minute-taker Thomas stated that she needs a new computer; she was advised to contact Dale Vickers ([DVickers@mtsac.edu](mailto:DVickers@mtsac.edu)) and specify the kind of computer she needs

## Announcements

- Honors students submitted six abstracts to the Southern California Conference on Undergraduate Research (SCCUR) and five of them were Sociologist Hatch's students
- Sociologist Hatch will be the faculty advisor for the Roosevelt Institute Network
- Sociologist Rillorta is organizing a session at PSA on Teaching. Two people are already participating: Marissa, a MTSAC adjunct, and Celeste Atkins, a former student of Dr. Rillorta's. Dr. Rillorta has asked that any other faculty interested in participating contact her ASAP.
- Sociologist Stewart Thomas gave an update regarding the Leadership Task Force she is on and encouraged faculty to participate in the Senate and the Faculty Association so that we can maintain our voice.
- Philosopher Wolde-Yohannes received the beautiful gift basket that Chairperson Gallarde made with funds collected by the SAP faculty
- The December department meeting will be at 10:15 am during finals week

***Minutes prepared by Michelle Stewart Thomas***