

SAP Department Meeting Minutes

September 10, 2014

3:00 p.m.

Call to Order

The meeting was called to order by Chairperson Gallarde at 3 pm

Attendance

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

Minutes

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

Spring 2015 Adjunct Schedules

- Chairperson Gallarde will distribute the Spring 2015 schedule to the adjuncts within the next week. Due to course reductions stemming from lowered enrollment, many adjuncts will not get the schedules they desire. Chairperson Gallarde asked for the assistance of the FT faculty in answering part-timers' questions regarding scheduling. Towards this end, numerous questions were raised and answered about the scheduling process and various ideas were discussed about how to balance the needs of PT faculty for employment with the requirement that FT faculty make their load.

Summer / Fall 2015 Course Schedules & Classroom Assignments for FT Faculty

- Chairperson Gallarde has asked that Summer and Fall schedules be submitted to her by **Oct 1, 2014**
 - Classroom preferences should be submitted by Oct 1, as well, as she, rather than Teresa, is now doing the room assignments
- FT faculty may have up to three on-line courses but only two may be the same prep; any remaining classes will be distributed among PT faculty

2013-2014 Planning for Institutional Effectiveness (PIE)

- Chairperson Gallarde shared the PIE report she created and submitted

Division Meeting Report

- Chairperson Gallarde reported that hiring was the main focus on the last division meeting; currently SAP ranks approximately 16th out of 20 in terms of priority for getting a new full-timer

SLO/GEO

- SLO/GEO discussed

Curriculum Update

- A motion was made and seconded to approve the Philosophy Program Proposal Attachment for the ADT in Phil created by Philosopher Diem-Lane
- A motion was made and seconded to allow Philosopher Diem-Lane to make any necessary changes resulting from the C-ID review
- The ADT in Soc is still under review

Supplies

- Requested supplies: staplers, erasers, white-board cleaning supplies

Announcements

- Human Trafficking Conference is scheduled for Nov. 8, 2014 with two identical sessions at 9 and 11 am in the Design and Technology Building:
- Sociologist Hatch will be meeting with Dean Jenkins on a weekly basis to discuss research
 - Southern California Conference on Undergraduate Research (SCCUR) is Nov 22 at Fullerton; Sociologist Hatch estimates between 5 and 8
- Sociology Stewart Thomas repeated her Flex Day workshop on conflict resolution for classified staff earlier today in the Ragan Room
- Minute-Taker Thomas offered to make Office Hour door signs for anyone who needs one
- Philosopher Wolde-Yohannes is on the schedule for Winter and Spring, contingent upon his health

Minutes prepared by Michelle Stewart Thomas