

Sociology and Philosophy Meeting Minutes

August 21, 2015 (Flex Day)

Call to Order

Chairperson Gallarde called the meeting to order at 2 p.m.

Attendance:

Present: Chairperson Gallarde; Sociologists Hatch, Stewart Thomas, Coronel (Adjunct), and Hernandez (Adjunct); Philosophers McGruder, Wolde-Yohannes, and Tircuit (Adjunct)

Minutes Approval

The June 2015 minutes were approved as presented.

Announcements

- Any students interested in research should come to see Sociologist Hatch
- Abstract deadline for SCCUR is Oct. 1
- New faculty advisors for Culture Shock Club are Sociologist Coronel and Hernandez
- Sociologist Hatch will email guidelines for the norm breaking experiment
- Either Dean Jim Jenkins or Associate Dean Jeanne Marie Velickovic will be at our September 9 department meeting
- Sociologist Stewart Thomas attended the How to Make a YouTube Videos training on Aug. 13
- The department will be sending the Diem/Lane family a sympathy card in acknowledgment of their loss.
- We will also be sending a card of encouragement to retired Philosopher Sushma Hall's family.

Enrollment

- I. Fall enrollment was low, even after cutting 10 sections.
- II. Chairperson Gallarde suggests that we follow the Psychology Department's model and have a Sociology Day and Philosophy Day to market our department; she reports that Psych majors increased from about 30 students to over 100 as a result of their marketing strategies
- III. The lowest enrollment in Philosophy were classes that started at 1:15 and 3 pm
- IV. The lowest enrollment in Sociology were classes that started at 3 pm
 - i. Late afternoon classes will be limited based on demand
 - ii. According to the Administration, the target fill rate before the start of the semester is 90%. Sections at least 70% full will likely stay open in anticipation of adds during the first week of the semester.
 1. Sections less than 70% full will likely be cancelled due to low demand and cost-benefits considerations.

- V. Sociology 15 (Child Development) will be scheduled for Winter 2016 and Spring 2016 because data suggest that the schedule can support one on-campus section and one online section.

Scheduling, Deadlines, and Meeting Dates

- I. Chairperson Gallarde has scheduled all the way to Fall 2017
 - i. A preset schedule will be created based on the data regarding enrollment patterns
 - ii. Concerns were raised about the rigidity a preset schedule could create. Chairperson Gallarde stated that there will still be some flexibility in the schedule. Faculty can also meet with the deans in order to make changes specific to their needs.
- II. Submit changes to the Spring 2016 schedules to Chairperson Gallarde by **Sept 10**
- III. Submit Fall 2016 schedules to Chairperson Gallarde **by the end of September**
- IV. Chairperson Gallarde will be finalizing the Adjunct Packets within the next two weeks. These packets will have a list of the documents adjuncts are required to submit. The documents will all now have one deadline—**week 12** of the semester
- V. **Department meetings are scheduled for 9/9, 10/14, 11/11, 12/9 (10:15 am), 3/9, 4/13, 5/11, and 6/8**

Classroom Concerns

- I. A classroom task force/classroom management group directed by upper leadership is working to ensure that the classrooms have the proper number of chairs and that sections are scheduled in classrooms with the appropriate seating capacity.
- II. Reminder: Chairs cannot be moved in and out of the classroom
- III. Any issues with how the classroom is left by the previous professor can be brought to Chairperson Gallarde who will address the issue with the particular person
- IV. Professors are encouraged to be courteous and clean the boards, return chairs to their place, log off of the computer, etc.

Budget

- I. Send supply requests to Chairperson Gallarde ASAP.
 - i. Requests were made for erasers that work, lined paper, and scantrons
- II. We are ordering 10 easels for research presentations
- III. We also have \$1000 for anything used by students

PIE

- I. Chairperson Gallarde completed the 2014-15 PIE and circulated it during the meeting; she was commended for her hard work on it
- II. Two additional items were recommended for PIE
 - i. Reduce class size (Student Success category)

- ii. Establish norms regarding classroom courtesy between professors (External Conditions category)

Reports

- I. Key information regarding changes to the contract (i.e. adjunct hourly wage for office hours rose to \$25; office hour requirements for adjuncts) and the move to on-line student evaluations were discussed

SLO

- I. Changes to Phil 9 and 9H were voted on and approved by the department
- II. Chairperson Gallarde will email the department the list of proposed changes to Soc 36 (Asian American Communities) and Soc 7 (Sociology of Religion)

Miscellaneous

- I. We will have two student workers this semester; student workers can do some light grading for us on objective assignments (not papers)
- II. We can have a TA, but we have to pay them ourselves
- III. Sociologist Stewart Thomas volunteered to be the minute-taker for the 2015 – 16 academic year; her colleagues thanked her.

Adjournment

The meeting was adjourned after all business was discussed.

Minutes prepared by Minute-Taker Stewart Thomas