

## Humanities and Social Sciences Division ♦ Minutes

May 1, 2014

Present: Stacy Bacigalupi, Teresa DeLaby, Mike Dowdle, Marlene Gallarde, Solene Halabi, Hal Hoffman, Jim Jenkins, Elizabeth Lobb, Bob Stuard, Jeanne Marie Velickovic, Margie Whalen, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for April were approved as submitted
Announcements	<p>Faculty Position Requests:</p> <ul style="list-style-type: none"> <li>• Chairs should let Teresa know what faculty position requests have been approved by their departments so that the quantitative data can be provided</li> <li>• Request forms need to be electronically submitted to the Division at least a week prior to the September 4 Division Meeting</li> <li>• The Division will then e-mail all received requests to all the Chairs for review</li> <li>• The September 4 Division Meeting will be devoted to ranking the requests</li> <li>• Ranked requests need to be submitted to the Instruction Office by the end of September</li> </ul> <p>Curriculum: Jeanne Marie expressed her appreciation of the fact that most departments are up to date on their curriculum.</p> <ul style="list-style-type: none"> <li>• AAT in Sociology was moved forward today</li> <li>• AATs in Journalism and Philosophy are awaiting final approval</li> <li>• These new AATs will likely not be approved in time to go into effect for Summer 2014, but most likely will make the online addendum and be effective for Fall 2014</li> </ul> <p>Outcomes:</p> <ul style="list-style-type: none"> <li>• Starting in Fall 2014, existing courses at Stage 5 will be looked at to see if outcomes are completed</li> <li>• Existing courses that have been offered in the last two years and have not been assessed, could potentially be inactivated</li> <li>• A system will likely be developed whereby new courses will need to have outcomes identified in order to be approved</li> <li>• Current outcomes report shows the HSS Division at over 95% of courses having outcomes and about 85% of courses having been assessed, but we need to start looking at program level outcomes</li> <li>• GEOs are reverting to standardized competencies that courses will need to be placed into</li> </ul> <p>PIE Themes: Jim provided the Chairs with a handout of the department PIE themes that surfaced last year and how they were organized into the categories of Internal Conditions,</p>

	<p>External Conditions, Critical Decisions, Information Analysis, Outcomes Assessment, and Future Plans. A listing of how the College Goals were organized into College-wide themes last year was also provided.</p> <ul style="list-style-type: none"> <li>• It is hoped that this will assist the Chairs in organizing their information this year, but that they should feel free to add to or adapt as they see fit</li> <li>• Reports will be provided so each department will have similar department specific data to include as PIE support</li> </ul>
Discussion	The first draft of a division tool to be used by the Chairs in ranking Faculty Position Requests was reviewed and discussed.

Respectfully Submitted,

Teresa DeLaby  
Administrative Secretary