

Humanities and Social Sciences Division ♦ Minutes

June 5, 2014

Present: Stacy Bacigalupi, Glenda Bro, Mike Dowdle, Hal Hoffman, Jim Jenkins, Carolyn Kuykendall, Elizabeth Lobb, Bob Stuard, Margie Whalen, Jeanne Marie Velickovic, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for May were unavailable
Announcements	<ul style="list-style-type: none">• Requests for faculty positions will be ranked at our September Division Meeting• Instructional Equipment requests need to be submitted to the Division by the end of the semester• Outcomes still need to be input into TracDat• Jeanne Marie will take vacation June 16-27; Jim will take vacation July 18-August 18• A list of Division courses and degrees in the pipeline at various stages was provided; Jeanne Marie will notify Chairs of course awaiting approval at the Chancellor's Office• Carolyn Kuykendall talked about the Honors Program, mentioning that the Summer 2014 pre-honors ENGL 68 class has 19 students enrolled and that there are plans for an Honors Academy, etc.
Discussion	<p>Adjunct Evaluation Process:</p> <ul style="list-style-type: none">• Jim circulated the Contract requirements regarding teaching expectancies (18.B), and thanked the Chairs for doing an excellent job completing their H.8 forms• There was discussion of the rating of adjunct faculty and what criteria should be considered (teaching vs. administrative responsibilities) in deciding between assigning a rating of 1 or 2 and 3 or 4 <p>Vetting Division-wide Request for Faculty Position (RFP) Criteria:</p> <ul style="list-style-type: none">• Requests for replacement of faculty who do not complete the tenure process will go to the top of the ranking• The Chairs reviewed the draft RFP criteria and proposed some revisions; Jim will revise and send out a final draft• The Chairs will review and submit their ratings of each submitted RFP requests (including their own) prior to our September Division Meeting

Respectfully Submitted,

Jeanne Marie Velickovic
Associate Dean