



Humanities and Social Sciences Division ♦ Minutes

October 4, 2013

Present: Kristina Allende, Stacy Bacigalupi, Glenda Bro, Teresa DeLaby, Mike Dowdle, Marlene Gallarde, Solene Halabi, Hal Hoffman, Luisa Howell, Jim Jenkins, Elizabeth Lobb, Bob Stuard, Jeanne Marie Velickovic, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for September were approved as submitted.
Announcements	<p>Variances: Kristina advised the other Chairs that she should only be reviewing degree variances for English courses. Many students come to her with prerequisite variances for courses in other departments, but these should be reviewed and decided upon by the Chair of that department. Jeanne Marie noted that the form should be modified to either cover a single course or provide space for approval/denial of each course individually. There was also discussion of the option to approve one time vs. to approve for all students for four years; some Chairs may be selecting the one time option when the course is essentially equivalent and the four-year option would be more appropriate.</p> <p>Tutoring referrals: Jim handed out guidelines for making online tutoring referrals via the portal. The Chairs were asked to encourage their faculty to utilize this process, as students must be referred for tutoring in order for the College to collect apportionment.</p> <p>Closed captioning: Last year, the Chairs were asked to see if there were any department materials that needed to be closed captioned. Nothing was submitted from our division, and the Chairs were advised that there remains a small window of about a week to make requests for captioning of materials that cannot be repurchased already captioned. There was also discussion of the viability of departments purchasing software to do their own closed captioning.</p> <p>Computers in Building 26: We are slowly replacing the classroom computers in Building 26. We started with 26A 3-4 months ago, and 15-20 computers have been replaced thus far. The new computers have the Windows 7 operating system and, while the same log in is used, the user name must be prefaced with MSAC\ . Log in instructions have been left next to the new computers. The Chairs were asked to advise their faculty to not save any data on the computer and to let the division know of any special applications used, so that they can be loaded onto the system rather than saved to the desktop.</p> <p>Absence/posting policy: Jim distributed the HSS Division Absence Reference Guide for the Chairs to review prior to it being emailed to division faculty. The guide basically puts in writing the process we have already been following, with the exception of a new procedure for notifying students of a faculty member's absence. The division no longer will post absences except for emergencies or last minute occurrences. Faculty is to use the Email Class function available via the portal under Faculty Self Service to notify students of their absence.</p>

	<p>Title V: The new Title V grant director, Lisa Rodriguez, will come on board in November. The grant involves a lot from Humanities and Social Sciences, and there will be activities likely beginning in the Spring Semester. Jim will send the Chairs an electronic copy of the grant and asked that they start looking at some of the possibilities for things like learning communities and links.</p> <p>Faculty semester info: Chairs were asked to remind faculty to send their Faculty Information Sheets and syllabi to the division, if they haven't already done so.</p> <p>Honors task force: An honors task force was developed out of our division planning retreat held 1½ - 2 years ago. The task force met three times and looked at policies regarding honors classes and enrollment. We would like to put another task force together to look at establishing criteria for what honors enrichment looks like. The Chairs were asked to make some recommendations within the next few weeks of honors faculty to sit on the task force, which will also include honors faculty from other divisions.</p> <p>Other: Jeanne Marie announced that Senator Norma Torres, the only Latina California State Senator, will give a presentation from 3-4:00 p.m. at the Feddersen Recital Hall. The presentation will be followed by a reception in the courtyard. Faculty and students are invited to attend.</p>
HSS Division PIE	<p>Jim handed out copies of the "Future Plans" section of the HSS Division PIE report. He asked the Chairs to take a look at the 11 Division Goals, which are drawn from the department PIE reports, for discussion at our next division meeting. We are trying to create a much greater integration of department goals with Instruction Team and College goals, which can be very broad. One important component relates to student success, which is much more complex than transfer and course completion rates. We want to make sure that we're creating a structure and that we've got processes and pedagogy in place that recognize the diversity of success that occurs. This includes ensuring access to all students, supporting matriculation of successful students, maintaining adequate staffing for diversity of courses, quality instruction, etc..</p>
Requests to Fill	<p>Requests to Fill for English and Communication came out in the Instruction Team ranking as #8 and #9. There were 63 total requests campus wide, which is about three times what we usually have. The Instruction Team took the top 2 or 3 from each division and ranked those 28. Then there was a medium group all tied for the 29th position and a bottom group all tied for the 30th position. AMAC will look at the recommendations of both the Instruction Team and Academic Senate in making the final decision.</p> <p>Jim commended the Chairs on the hard work they put into producing very strong rationales for their Requests to Fill. He advised them to take that data with significant rationale and include it in their PIE along with how many years the request has been made and not filled. Jeanne Marie said that while it is important to document a pattern of requests over several years, showing how important the position is at this point in time for students and the program may carry more weight.</p>

Long-term Planning	Jim and Jeanne Marie would like to schedule another division planning retreat in winter or spring to look at student success over the next five years through two lenses: structural and pedagogical. We haven't really addressed pedagogy very much, and we need to seriously look at developing common criteria and expectations regarding critical thinking and writing across the division. Jim asked the Chairs to be prepared at the next division meeting to discuss possible topics and timing for the retreat.
--------------------	---

Respectfully Submitted,

Teresa DeLaby
Administrative Secretary