

Humanities and Social Sciences Division ♦ Minutes

November 6, 2014

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, Margie Whalen, Jeanne Marie Velickovic, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for October were approved as submitted
Announcements	<p>President's Cabinet notes list ten new faculty positions, plus seven additional Counseling positions that will be categorically funded. Instruction, Senate, and AMAC all agreed to positions lost during probation going to the top (ahead of any ranking). Thus, along with one of our English position requests being approved, our History position lost during probation will be replaced.</p> <p>The SchoolDude work order system will replace our current EIWOS system. With the exception of the English, Literature, and Journalism Department, whose requests will be handled by their permanent part-time clerical staff member, HSS Division staff will input requests for all of our departments.</p>
Faculty Contract Changes	<p>Lance Heard went over some of the changes to the Faculty Agreement:</p> <ul style="list-style-type: none">• (8.H) \$45,000 allocated in 2014-15 and 2015-16 to fund Faculty Inquiry projects• (10.B.2) Allows for rescheduling of office hours missed due to illness or unforeseen or extenuating circumstances to another time within the same week, subject to approval of dean or administrator• (13.B.7) Establishment of virtual office hours (for online classes) to be communicated to division offices and students via course syllabus• (10.M.3.b) Dean or designee must certify to department the eligibility of current chair to run for re-election based on his/her department chair evaluation• (10.M.3.c) Above certification must be provided no later than the end of the tenth week of the spring semester• (10.Q) Changes the number of semesters required to attain rehire rights from 10 to 8• (10.R.1.b) Allows payment of adjunct faculty for up to 3 hours per year of participation in meetings focused on outcomes assessment and dialogue• (18.K.4.b) For adjunct faculty without rehire rights, classroom visitations will be conducted in all four years: each preparation in years 1 and 2, and a single preparation in years 3 and 4 (with additional visitations allowable for new preparations or student complaints)• (18.K.7) A rating below "Performance meets the standard" (2) on the Adjunct Faculty Summary Evaluation (H.8), requires evaluative comments to identify Teaching Faculty Performance Expectancies (per 18.K.2) in addition to performance issues documented in student evaluations, classroom visitations, and/or student complaints; rating of "Improvement recommended" (3) requires that specific suggestions for improvement be provided

Program Level Outcomes	<p>Jeanne Marie provided a handout listing the degrees and certificates under our division, along with their program level outcomes (if established and entered into TracDat). Most of our AA-T degrees, as well as the Liberal Arts Emphasis in Language Arts degree, do not have program level outcomes. Jeanne Marie suggested looking at the catalog/program descriptions of the degrees, and modifying them to define program level outcomes. She also suggested that student learning outcomes from core courses of the degrees could be mapped to their program level outcomes.</p> <p>In regard to the Liberal Arts Emphasis in Language Arts degree, Jeanne Marie provided a handout of the degree description and courses along with some draft program level outcomes to look at. After some discussion, the Chairs proposed that the degree itself should be examined and modified. The Foreign Languages Department would like to take the lead, and the Sign Language Department wants to be involved as well. As this will probably require an interdisciplinary Senate-appointed task force, Jim will find out the appropriate procedure to follow.</p>
Winter Planning Session	Our Winter Planning Session will be held 9:00 a.m. – 1:00 p.m. on Friday, January 23 rd . We will look into Kellogg West as the venue.

Respectfully Submitted,

Teresa DeLaby
Administrative Secretary