

## Humanities and Social Sciences Division ♦ Minutes

May 7, 2015

Present: Glenda Bro, Teresa DeLaby, Mike Dowdle, 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 April were approved as submitted
Announcements	<p>State mandated dual enrollment is moving forward, but won't be implemented until at least Fall 2016. Current focus is CTE and STEM courses. Humanities and Social Sciences will eventually become involved in the discussion, possibly by mid or late Fall 2015.</p> <p>One of the accreditation standards is that minutes be made publically available, and we are currently uploading division and department minutes to the website. Chairs were asked to make sure that a digital copy of their department minutes (preferably in PDF format) is forwarded to Kim Garcia once approved. Jim also stressed the need for minutes to be very specific regarding department decisions pertaining to curriculum, outcomes, equipment requests, etc.</p> <p>Summit of Academic Affairs and Student Services will take place on May 8, 9:00am – 1:30pm in 9C.</p> <p>Our new Chief of Police, Dave Wilson, has the goal of establishing a real police department with armed officers on campus.</p> <p>A suit filed by a citizens' group has placed a temporary restraining order on the planned parking structure.</p> <p>Construction of the Business Computer Technology Center will begin in September at the current site of the tennis courts.</p> <p>There may be openings for two Ed Design Committee representatives and there has been a request for a full-time division faculty member to join the Outcomes Committee.</p>
Curriculum	<p>Jeanne Marie offered to help Chairs come up with a rotation plan for curriculum review if one is not already established. She also reminded them of the need to start thinking about doing assessments of courses when they are at Stage V, because that will be reviewed as well. She also asked that Chairs remind faculty doing 4-year reviews to update the Cover Sheet and Content Review form, making sure that the measurable objectives of prerequisite courses have not changed.</p>

Equipment Requests	<p>Chairs were reminded to include their wish list items (staff, office space, computers, equipment, maps, etc.) in PIE. Margie asked about having study tables and outlets in the hallway on the ground floor of Building 26D. Jim said so long as it is not a violation of fire code, it could be included in the division PIE, but perhaps shelves with outlets that students stand at, as are part of the plans for the Business Computer Technology Center, may be a better option.</p> <p>Following the Chairs' presentations of their instructional equipment requests, they were ranked as follows:</p> <ol style="list-style-type: none"> <li>1. Classroom Furnishings: Desks and a printer for the American Language writing classroom, desks for the two Sign Language classrooms, and seven 48" round tables and two rolling padded chairs for 26D-1411.</li> <li>2. Technology: Computers (two each) for adjunct workrooms located in the Building 26A copier room, the English Department, the Foreign Languages Department, and the space shared by History &amp; Art History and Geography &amp; Political Science.  Printers for adjunct workrooms located in Foreign Languages (two), Geography &amp; Political Science (one), and Sociology &amp; Philosophy (one).  A laptop for use by the English Adjunct Faculty Coordinators when conducting classroom visitations.  Multi-function (print/scan/fax) printers (one each) for the Communication Department and the Psychology Department.</li> <li>3. Smartboards for the two Sign Language classrooms.</li> <li>4. Department Furnishings: Six padded sled chairs and four narrow tables for the English Department.  Benches for the hallways in the space shared by History &amp; Art History and Geography &amp; Political Science.</li> </ol>
Outcomes	<p>We have the task of mapping (connecting) our Student Learning Outcomes (SLOs), and Measurable Objectives (MOs) if desired, to their Program Level Outcomes (PLOs) and those PLOs to the Institutional Level Outcomes (ILOs). We will begin this process at our division retreat on May 29 (9:00am – 1:00pm). Stacy will bring copies of all division PLOs plus descriptions of the programs, and we will revise and clean those up. Then we will map our PLOs to the ILOs. What will remain to be done at the department level following the retreat, is mapping SLOs (and MOs if desired) to the PLOs and ILOs.</p>

Division Retreat	Following our work on mapping Outcomes, we will work on the RFP process, including trying to standardize some of the reporting data used. Chairs were also reminded that requested faculty positions need to be reflected in their department minutes.
PIE	Chairs were provided with a handout of internal and external theme categories compiled from prior division PIE reports. While not required, it will make it easier to compile the division PIE document if these categories are used where applicable.
New Full-time Faculty Hires	Ann Lee Grimstad – World History and History of Africa Edgar Muniz - English

Respectfully Submitted,

Teresa DeLaby  
Administrative Specialist IV