

Humanities and Social Sciences Division ♦ Minutes

November 5, 2015

Present: Stacy Bacigalupi, Kate Cannon, Teresa DeLaby, Mike Dowdle, Solene Halabi, Cristina Hernandez, Luisa Howell, Jim Jenkins, Elizabeth Lobb, Nona Stokes, Bob Stuard, Margie Whalen, Jeanne Marie Velickovic (arrived late), John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for May were approved with a minor correction Minutes for October were approved as submitted
Announcements/Follow-Up	2016 Faculty Hiring: Jim shared the AMAC prioritization list of faculty position requests. The initial cut off point is at 27, but this will probably change to somewhere between 30 and 32. Thus, there is a really good chance that Political Science will get their 2 nd position and Art History will get theirs. We want to get our hiring teams together quickly so that brochures can be updated and go out ASAP, because there will be many other schools that did not hire during the recession and are now in the position of needing to hire for 30-40 faculty positions to meet their FON. Human Resources will be hiring additional staff to provide support for their Technicians in the upcoming hiring processes. Winter and Spring Growth: Winter has doubled in size over the last 3 years and is now about 2/3 the size of Spring (which is now close to equal the size of Fall).
Curriculum	Jim reminded the Chairs that, as listed on their Department Chair Calendar, curriculum (especially new or modified) should ideally be approved by their March department meetings. The minutes need to be specific as to what is being changed (e.g. The topical outline has been revised). He also reminded the Chairs to update the Cover Sheet and Content Review (needed even if no prerequisite) for all course reviews/modifications. Margie mentioned that her department is in the process of modifying the measurable objectives for ENGL 67, 68, 1A, and 1C. Also, if adding or modifying an English prerequisite, the English Chair should be consulted and the response included in the rationale. Chairs or faculty who are new to WebCMS can schedule an appointment with Jeanne Marie, and she will walk them through the process.
Outcomes	One of the things the Outcomes Committee has been doing since last year is checking for outcomes through Use of Results when courses come through for 4-year review. Those found lacking have been given a year to comply. Jim reminded the Chairs to email him and Jeanne Marie their mapping once it has been completed. Cristina asked if there would be mapping training. Jim will schedule something for the new chairs and a few of the continuing chairs who also asked to be included.

RFP Process Update	Jim asked the Chairs if they would be open to having an extended meeting (4 hours) during the Winter Intersession to come up with 2-3 iterations of our RFP process, and run through the process with each option for comparison purposes, using about 10 RFPs from other areas. Work on refining the process will continue over the Spring Semester, with the goal of ultimately arriving at one that really represents all of our departments (small and large). Most chairs indicated that they will be available to meet during the Winter Intersession. Those who needed to check their calendars will email Jim and Jeanne Marie.
Faculty Hiring Process	Jim distributed a handout summarizing the basic steps, Fall 2015 deadlines and Chair responsibilities for the faculty hiring process. He encouraged that hiring teams be formed (by vote of department) prior to the end of the semester, as the teams may be doing some work over the Winter Intersession (emailing back and forth about screening criteria and timelines). Jim also advised those who will be hiring to contact Human Resources ASAP for the latest job flyer, and to make sure that everything the department wants to screen for is in the flyer (if valid reason, can add preferred qualifications). Chairs should also advise Human Resources if they know of any places to advertise aside from the standard.

Respectfully Submitted,

Teresa DeLaby
Administrative Specialist IV