

## Humanities and Social Sciences Division ♦ Minutes

October 1, 2015

Present: Stacy Bacigalupi, Kate Cannon, Teresa DeLaby, Mike Dowdle, Solene Halabi, Rebecca Hatch (for Marlene Gallarde), Cristina Hernandez, Jim Jenkins, Luisa Howell, Elizabeth Lobb, Nona Stokes, Bob Stuard, Margie Whalen, John Vitullo

Item	Comments/Discussion/Outcome
Minutes	Minutes for May were unavailable Minutes were not taken at the September meeting, which was solely devoted to RFP ranking
Announcements	<p>Our division is still not targeted for dual enrollment; STEM, especially Math, remains the focus of discussions with the 6-7 potential school districts right now.</p> <p>FTES generated by our division amounts to approximately 34% of the College's 800 FTES of growth last year. Depending on the apportionment numbers coming down from the State in February, these additional FTES could either apply to last year or be carried into this year. We are looking to add to Winter and Spring now, in order to avoid scrambling to add to Spring later if the growth does not carry into this year. Chairs were asked to email Jim regarding requests to add, and cc Teresa so she can begin checking on room availability. Jim also stated that if the growth does not carry into this year, we'll probably be able to hold onto classes with much lower fill rates.</p> <p>The Governor is in the process of releasing more funds, and the number of new faculty hires could double from the 14-15 we're currently looking at. The problem will be competing with other schools that are hiring 40-50 (because they didn't hire any for 4-5 years, while we continued to hire at least a few each year). We need to make sure we are ready to go so that Human Resources can recruit during the Winter Intersession, so that we can interview in March and hire in April. To that end, Jim advised the Chairs who have submitted position requests to contact Human Resources for the last job description and to start talking to their departments about potential hiring teams (Chair and at least three faculty members). He also reminded them that all team members must go through EEO training.</p> <p>The College is just completing a classroom utilization project, and will now be able to generate a classroom utilization report. Jim advised the Chairs that while 99% of the time we will keep the rooms as designated on their submitted schedules, we will occasionally make adjustments so that classes are scheduled in appropriately sized rooms. Cristina stated that some classroom capacities should actually be reduced because it is impossible for a student in a wheelchair to navigate to the disabled station situated at the front of the room, and they instead remain at the back blocking the only exit door, which can be quite dangerous.</p>
Undergraduate Research	Rebecca Hatch spoke about continuing efforts to institutionalize undergraduate research here on campus. The Ad Hoc committee has had its first meeting of the academic year, and now

Undergraduate Research (Cont.)	has a new name – SOAR (Striving for Outstanding Achievement in Research). The Academic Senate passed a resolution in support of undergraduate research this past June, but the Faculty Association did not get any reassigned time to support the effort. Rebecca encouraged the Chairs to encourage their faculty to be on the lookout for students who have the capacity to do research (generally expanding on a class project/paper). We actually had a student present her research at the National Council of Undergraduate Research Conference held at Eastern Washington University this past spring. Mt. SAC's 6 <sup>th</sup> Annual Research Showcase and 2 <sup>nd</sup> Annual Research Competition will be held on April 19 & 20. Rebecca would like to like to help get faculty excited and involved by making presentations at department meetings, as well as being a resource to them.
Outcomes	Jim asked the Chairs how their mapping of SLOs is going, as we'd like to have it in place for the accreditation visit next year. For anyone who needs a refresher, or wasn't at our division retreat last Spring, we will have a session – maybe at our next division meeting.
RFP Process Debrief	<p>Jim provided a handout with the feedback received from several Chairs regarding our division rubric and ranking process following the RFP ranking at our September division meeting.</p> <ul style="list-style-type: none"> <li>• Need to define high or significant ratio</li> <li>• Need to consider department size</li> <li>• Need to consider how long since last hire in a discipline</li> <li>• Need to consider basing criterion of FT:PT ratios on LHE rather than faculty bodies</li> <li>• Need to have clearer boundaries around the “discussion” phase of the process</li> </ul> <p>Based on the above, Jim asked the Chairs to think about the following for continued discussion at each division meeting toward further refinement of the rubric and ranking process</p> <ul style="list-style-type: none"> <li>• The issue of one vote per department vs. one vote per discipline</li> <li>• The possibility of not ranking disciplines within departments</li> <li>• The possibility of Chairs not ranking their own RFPs</li> <li>• Continuing to rate based on scores vs. forced ranking</li> <li>• The possibility of reducing rating options from 5 to 3 if continuing to score</li> <li>• Norming the process by practicing 3-4 times before our actual ranking next year</li> </ul>
Department Chair Calendar	Jim and Jeanne Marie just finished updating the division's Department Chair Calendar (monthly reminders/task list), and will email it to the Chairs tomorrow.

Respectfully Submitted,

Teresa DeLaby  
Administrative Specialist IV