SOCIAL & BEHAVIORAL SCIENCES DIVISION MEETING

Wednesday, September 11, 2013, 2:00pm, NEA 187

Attendance:  Brad Young, Son Nguyen (via internet), Bill Loiterman, Gary Miller, Yesenia King, Mike Reid, Alicia Sichan, Michael Fradkin, E. Reigadas, J. Stanbery, E. Joiner, Van Chaney and Yvette Parra.

Announcements: Future meeting dates, 2\textsuperscript{nd} Wednesday of each month we’ll meet for our division meeting and the 4\textsuperscript{th} Wednesday of each month we’ll meet for probationary instructors.

Budget
The college will be 500-600k in debt.
Spring Schedule: Administration requested to remove the growth classes or staff them. We were at 6\% growth.

FHPC
B. Loiterman: Asked if there will be future hiring’s. B. Young: The District has not yet released the numbers. Our college has not yet made the state mandates.

Accreditation update: The accreditation committee has set up a schedule for standard team meetings and everyone will be on the accreditation standard committee meetings. Y. King: It is important for all to be involved in meetings. E. Joiner: The meetings will be on Tuesday and Thursday afternoons twice a semester. We will rewrite the 2012 report.

Textbooks
B. Young distributed the latest inventory sheet from the bookstore and told everyone to review their department’s inventory of books. The division discussed the high quantity ordering and the issue of students not purchasing books in the bookstore. Discuss the students receiving financial aid and how they purchase textbooks. The purpose of the report is to validate that we don’t need a bookstore. We may only order 5\% of books needed for the class. Bookstore currently has a 28\% markup. The college may consider discontinuing book orders in the spring. Books can be refunded 100\% by the publisher if returned within ten months from ordering. Please speak with your students about where they purchase their books from.

Schedule
There will be no winter schedule and there has been no decision on summer as of yet. We as a division have to plan for scheduling. Most of our classes were cancelled at the start of the semester. Friday and Saturday classes are up in enrollment. Outreach classes are running smoothly. Textbooks are an issue. Please speak to your outreach instructors for any concerns.

Equipment
B. Young: the projector from NEA 117 was stolen and will be costly to replace. The new Anthropology 111 comes with a lab so S. David was asked to obtain a quote for an equipment case. S. David: We have a huge supply of artifacts that was donated by a
faculty member and Wendy Hoole knows someone who is interested in donating a display case.

**Tenure Track Committees**
B. Young: Distributed the assigned Tenure Track Committee member sheet and explained the process.

**Distant Learning**
B. Young: In two weeks we have a CC confer meeting with distant learning instructors. S. Nguyen will evaluate online platforms. PACE faculty are now on Etudes.

**SLO’s and ECD’s**
B. Young: Final count of current outlines. If they haven’t been assessed they need to be archived. See Brad immediately if they have been archived but are still available. The cycle of assessing SLO’s is based on the result of the assessment. All must be assessed no later than May 2014. We should be 100% in compliance.

**Committee Updates:**
B. Loiterman reported FHPC will be meeting this Friday. FYE is doing well. We’ll see the test results soon. There are only 35-39 students enrolled in FYE sections compared to the 55-60 in a typical section. Y. King gave update on Curriculum committee.

Meeting end 4:00pm