Division Meeting  
October 14, 2015  1:00 pm  
NEA-187

1. Open meeting and comments by division chair
   a. Psychology discipline: under Administrative Dean in Academic Affairs: all matters
   b. Return of BS and SS divisions
2. Goals and objectives: Fall 2015
   a. Student Learning Outcomes and Assessment:
      i. #1 division priority
   b. Division website: Mr. Nguyen
   c. ECD discussion
   d. Scheduling:
      i. Retention and Attrition
      ii. Enrollment availability and waitlist
      iii. Successes and difficulties
   e. Committee update
   f. Student club update: all disciplines
   g. Speakers Forum: Mr. Chaney
   h. Accreditation presentation by Dr. Joiner & Mr. Stanbery (standing item)
   i. AFT by Dr. Thomas-Spiegel
   j. Scheduling
      i. Winter Session approved
         1. Anthropology; History, Political Science & Sociology—Econ requested
   k. Budget:
      i. Special requests to chair for FY 2016/17
   l. New items
   m. End of meeting
Social and Behavioral Sciences Division Meeting

October 14, 2015, NEA 187 1:00pm


Announcement: Young announced Dr. Joiner’s 20th year of service. The division celebrated with cake and ice cream.

Open meeting and comments by division chair

Psychology discipline: Young explained the psychology department is no longer under our division and is now under supervision of administrative Dean in Academic Affairs.

Agopian moved that item 1B be removed from the agenda. Reid 2nd the motion as the psychology department has been removed from the division he no longer sees a need to split the division. Young explained Academic Affairs will begin realigning the divisions. King asked if she has a voice in regards to the split of the division. Young responded she does. No one opposed.

Goals and Objectives: Fall 2015

SLO and assessment: Young printed out the current ECD list for all disciplines and distributed. Young received several ECD updates from several faculty and he forwarded them to Daniel Keller the curriculum chair. He explained the issues in ECD and reminded everyone to save their materials and send to yourself. He asked the division to look at the ECD list and check for the last update date to see if everything’s accurate. He asked everyone to send and inaccuracies to Young or David. All ECD’s should be updated. Stanbery: asked how often do we update. Young responded every five years or every time change an SLO or textbook. David agreed any faculty member can log into ECD and edit a course ECD. Agopian asked David if it simpler to use this system than the previous means of updating. David explained it is but suggested saving everything because the system can glitch and you will lose information.

Atkinson discussed the assessment schedule should be assessing ILO 2 this semester. We are using Sharepoint and she distributed document and explained how the Sharepoint system works. She explained you can cut and paste from word documents into Sharepoint. She asked if we could meet in groups of 4 to go into the system to work on how you enter the data. This will show accreditation we know how to manage the system. Young explained the new Sharepoint is in the program review model. He explained we’ve changed program review documentation 3-4 times. He explained that Sharepoint will work effectively. Under this new automated system everyone has to submit their program reviews. The college is going through a pilot of Sharepoint. Atkinson explained everyone will complete a unit plan for 2016/2017. Young explained every course we offer in the division will have its own sheet and each SLO will have its own sheet. You will go in and enter the ILO and PLO and explain how it works with the pathway. He explained all previous information will be archived. Looks like it will be a good system.
Atkinson explained Sharepoint is a pilot. If it is successful we may decide to continue with it permanently. Valadez explained some of the issues is missing narratives and the committee discussed using attachments for narratives. He explained there could be additional fields to enter in Sharepoint.

**Division website:** Nguyen explained not all the information for the division is in yet. There are many classes. He explained it’s taking time to enter the information into the website. Young reminded everyone to update any changes in books, SLOs must go to Nguyen so he can update the website and Joaquin for the assessment page. Young asked the bookstore and VP Supplese to post the book information online. This information must be available one week prior to posting of the online schedule. Thomas-Spiegel asked if PACE orders go to the discipline or the division. Young explained they go to the discipline.

**Scheduling:** Young explained all disciplines have received a copy of their spring schedule. He asked everyone to keep an eye on retention and attrition. He explained administration is very sharp at looking at numbers. We don’t make classes easy for numbers but be mindful of where we are at. Enrollment and wait list: all course enrollment caps will be set at 42 seats for all disciplines. If you would like more seats let Young know. Use your flexibility. Wait list? Some of you have asked for no wait list. Send us your preference and what you would prefer. Loiterman explained when SIS system starts up the waitlist students will automatically roll over the class when seats become available at this time it doesn’t work that way.

King asked if instructors get a stipend every time the start a new online class. Thomas-Spiegel explained that people don’t usually do that because everyone will have access to your class. Young explained if you take a stipend you give up the right to your intellectual property and any faculty member can use your materials.

**Committee updates:** Nguyen: Professional growth has funding available. Last year we sent unused money back. No one is putting in for conferences. We also have money for tuition reimbursement. Thomas-Spiegel asked if Nguyen is working on the FLEX committee. He explained he is temporary filling in for Carmen. Any flex reports can go to Nguyen.

Loiterman explained there are many requests for student success positions on campus. The state will fund for half of the positions. Young explained we have to match 1.2 million to receive state funds for these positions. Agopian asked if we are going to see reports are we really going to pay for this. Joiner explained King is putting together a round table for counselors and faculty to discuss students. King explained she suggested this to faculty and counselors and it’s really just to find out how we can better our students.

**Speakers forum:** Chaney explained the speakers forum went well. He would like to have an inauguration with Janice Hanh and Jim Hanh on campus. Young explained President Lee will have Janice Hahn here soon for another event.
Budget: Young asked everyone to let him know if funds are needed. Loiterman asked if winter classes will make money for the college. Stanbery explained we won’t draw much funds even though the fee will be higher. Winter and summer tuition fees are higher. Young explained most of our intersession students are from the Universities. Fradkin asked if his classes that have prerequisites will allow students quick enrollment with the prerequisite check needed for the winter session only. Young explained they may need to come up with a process showing proof of completed prerequisites.

Meeting end: 2:50 pm