Division Meeting
October 8, 2014; 1:00 pm
NEA-187

1. Open meeting with comments from staff

2. Goals and objectives: Fall 2014
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
   b. Pathway objects (refer to item "G")
   c. D/L courses
      i. Retention
      ii. Enrollment
   d. Committee and ASO clubs
   e. Scheduling: brief update only
   f. Reports from regular faculty
      i. Current and posted SLO's
   g. Reports from faculty on development of new courses to ECD.
   h. Follow up with Dr. Joiner re: Harbor College ISO, PSLO, and SLO (fr: 9/10/14)
   i. Accreditation update: from the team of three
   j. Future division meetings
      i. Division meetings scheduled for the second Wednesday monthly at 1:00 pm in NEA 187.
      ii. Tenure track faculty scheduled for the fourth Wednesday monthly at 1:00 pm in NEA 187
   k. Summer schedule 2015
   l. Fall schedule 2015
   m. End of meeting
Social and Behavioral Sciences Division Meeting

October 8, 2014, NEA 187 1:00pm


B. Young Student Learning Outcomes and assessment is a priority. He asked everyone to go in and look at the assessment outcome page. Many of them were outdated and some were current. He asked for a brief recap from every one of any changes.

Sociology - Y. King: All SLOs for Sociology have changed and all will be assessed by the end of this semester.

History - S. Nguyen: We have everything done with the exception History 41 and 6 which will be completed this December. We are at 95% right now. E. Joiner: We post SLOs and a lot of us have assessed one a semester and post. She explained the most current form only has one course assessed. You might look at your forms and think about how they are going to look as an accreditor. B. Young explained that was what he was working on last week. They need to see the full picture. Some things are not up to date. If the information is current it needs to be there.

E. Joiner circulated the program assessment that we did. She explained she sent over to Juan to post. Went to the assessment committee meeting. The assessment we are doing this fall ISLO is audio. If you have something let me know and I’ll report to the committee.

Economics - M. Fradkin: All the SLOs were assessed last semester. Somehow it was not posted in the report then but has sent for posting since then.

Young: Any more discussion with the concept of the business on the international economics. We are looking at interdisciplinary for the public administration program. Fradkin: last he heard is it will still be business department. We plan to do some work in the summer. The person who is accepting the responsibilities had some issues on a personal side and still has not heard back from the business department on that. Young: will follow up with the chair.

Psychology - Kato: All the old SLO’s were assessed. We are now working on the research methods assessments.

Student Workshops - B. Young: Any thoughts about workshops for research methods? E. Galvan: finding students in research methods are under prepared with basic information for the course. Thinking of offering a workshop in the beginning of the spring semester. Will follow the same approach M. Reid uses with his research course. Will offer support in the library resources. They are also
struggling in bio psychology with the basic terms. We think it may be because there is not a prerequisite of Psychology 001. B. Young: When Mike came with the idea and of the success from other departments. We are able to track the student’s success. We can connect with the student via email to inform them of workshops. We’d like to increase the workshops. They are currently in 2 hour increments. We are going to fund it through student success. We used to have a similar course that was a grouping of a course. We want to get students aligned. Loiterman: we used to have them enroll in social science 30 and other courses. It was a way to introduce students to social science classes at a very basic level. The way Fradkin is doing it simply by invitation seems to be a success. It was amazing that over summer students who never met him attended the workshops. Fradkin: most of them took both workshops combined equaled four hours. Most interesting is that students were upset that the times were not convenient for them. We then offered some on Saturdays. J. Thomas-Spiegel: did you consider recording it on cc confer? Fradkin: No, I did not. We offered handouts. From my personal experience when we make it available like that they know it’s there and will not use it. When we offer workshops they know they have to attend. B. Young: if anyone has a similar idea drop in and let’s discuss it. I tried to work with CPC and Senate for some type of required two hour orientation for online students. That idea was not accepted. Perhaps I’ll bring it back again if I can get your support. It would make a lot of sense. I know Joiner and Reid offer it for their online classes but there has to be a better way.

Assessment - B. Loiterman: The assessment thanks to Son is digitized but not yet available. It will be remedied so it can be posted. We do like the questions for Political Science 001 because the constitution has not changed. Political Science 002 and 007 have been assessed and will be posted. Rather than changing the SLOs we can focus on Political Science 001. Meeting with CSUDH staff they are interested in the international policy course.

V. Chaney: Political Science 30 and 41 SLOs have been revamped. We are assessing classes from last term. Meeting with adjuncts and getting their numbers together. We’ll be meeting with Jauquin to get everything posted asap. B. Loiterman: does anyone have anything posted by Jauquin? Yes, he has made posts. The response for the electronic submission was superb for the online instructors.

J. Thomas-Spiegel: from the adjunct view point on SLOs. Everyone has made an effort to discuss with adjuncts but some adjunct do not read email so please send a return response in your email. Make sure instructions are clear and simple on how you want the data. Everyone wants to do their part but sometimes they are unsure.

B. Young: Our adjuncts from the last 12 years hired understand what they are doing. They all have an email address and they know who their lead instructors are. Our full-time faculty along with memos sent out by Young to adjuncts are very clear. Adjuncts are compensated very well with base salary and 6 hours over their teaching hours. You have to let Young know when they are not assessing and he’ll follow up with them. Kato: we have psychology faculty who change their email every semester and do not check their LAHC emails. Thomas-spiegel: There’s still some confusion about what the simple thing is to do. Young: when you think faculty are not being responsive to assessment please let me know.
**Pathway Objectives** - Joiner: at the last meeting with did the alignment and the institution is cycling around number one and will do an assessment on oral skills. If you have a way of assessing speech in your class you can be involved. E. Reigadas: shouldn’t there be a rubric already established. Students dread presentations. To ask a class now in the mid semester to present is going to be difficult. Joiner: I was told it has to be done this semester. I don’t know exactly how this is going to happen. Reigadas: If you’re doing an ISLO the minimal is to provide a rubric for consistency and support. B. Loiterman: communication is a written subject whether its written or verbal. Why can’t we use that rubric for written? Joiner: I will ask if we can postpone it for spring. Reigadas: We should be planning in the spring for the fall. Joiner: I will report what was sent to her and get back to you.

**Retention** - B. Young: DL retention is up about 12 percent this year. Perhaps orientation is working or we have outstanding teaching methods in the district. Loiterman: have you looked at retention rates from the face-to-face classes? Young: the retention face-to-face classes have remained even no change. You have to take everything into account such as unemployment additional sections. Enrollment is interesting when you watch the curb go up and down. We are doing well and should see our averages going up.

**Classrooms** - B. Young: we swapped out classrooms NEA 115 for NEA 224 beginning in the spring. NEA 224 is a larger lecture hall that seats 125 students. It offers two projectors and the ability to record lectures. We should be able to tape our lectures in NEA 224 and feed it on the website.

**Orientation Discussion** - E. Joiner: Wanted to bring up the issue online orientation. Bring all our online classes in for orientation in the spring. If you would like to try that we can offer 5 or 6 of online orientations the first week of class. We can announce it to our online classes. If you want to work with me we can set it up. Our presentations may be too specific to be beneficial. We’ll try to set that up. Maybe we can offer a general orientation for etudes and not your specific class. S. Nguyen: it may be more successful if you tie it in to your class because the students see it as required.

**Committee updates** - Nguyen: staff development meets two times a semester. We will meet soon to discuss the flex schedule for the spring. We still have a good amount of money for conferences. Last year we had a couple thousand left and returned to the district. If you have anything S. Nguyen: still managing the turn it in.com database. Our contract is coming up for Turnitin and last time we had a hard time convincing the powers that be. Atkinson: send us the PO for the order and we’ll get it ready for you. V. Chaney: SSAPC committee meeting regarding advancement. M. Reid: serves on flex committee and DL committee. We are currently working on plan for DL. J. Thomas-Spiegel: SSAPC and Distance Education are working on a couple of things with the website. Making sure the committees are on the website. S. Atkinson-Alston: what we are doing is the division chair will be working with the secretary for updates to the division web pages. E. Reigadas: the Student Services Cluster has a plan that was approved by the senate. I requested that maybe we should select another co-chair. In student success meeting but couldn’t attend last Friday. M. Valdez: Student Services Committee is working diligently. E. Galvan: Harbor advantage met last week to discuss grants and prerequisites and cultural awareness. L. Kato: Academic Senate and Work Environment are both very interesting and I’m learning so much. M. Fradkin: Grants Committee meets twice a month and Budget Committee although my
name is not appearing on the roster. E. Joiner: CPC, senate and Assessment. Y. King; Accreditation takes up most of my time and the Standard meetings are beginning. J. Stanbery: CPC committees are not Division based like other committees. The budget committee is not set up that way.

**Spring 2014 Schedule New Courses** — B. Young: Everyone received my note the draft schedule went into the Dean. We are asked by the President to submit the schedule with a 10% reduction and to include Pace. Total reduction came to 24 sections. We also moved a couple of classes from one area to another. New courses in Anthropology 103 and 104 are in the spring schedule. We reinstated Political Science 004, it was archived nine times. So it’s now in the spring schedule. Y. King: Sociology course are ready to be offered. M. Valadez: We are working on new courses in History as well. History 5 is the sequence to history 6. Political Science 004 has also been added to the schedule. Right now some areas we reduced using the seniority list. Each discipline was consulted on it. The cuts were significant. The President was very clear on the required cuts. It was discouraging because we started this year at a surplus and now we are making cuts. We just want to make sure our colleagues in other divisions have made cuts as well. Questions let me know. We’ll do what we can to help people. Let me know whether you’re interested in teaching in the summer or not. E. Reigadas: Can we propose new classes even with all these cuts? Atkinson: last spring we offered new courses. We want people to move forward and offer new courses. E. Reigadas: we would like to offer three new courses in psychology. B. Young: let me know and we’ll work together on that. Stanbery: you should prioritize your offerings. There is a grid that’s supposed to be used to be prioritized. Young: with four Presidents in four years we are moving in different directions. The President brings another good point we have zero funds for infrastructure maintenance. We are looking at several thousand dollars. Stanbery: it’s quite possible to offer a new course and discontinue offering older courses if they are not successful. S. Atkinson-Alston: we developed a tri-level system as part of enrollment management.

**Assessment** — S. Atkinson-Alston: we came up with from the assessment committee and student success committee. We are assessing ISLO # 1. In order to get a good sample size we are asking the chairs to find out what courses. If you see your students ID number highlighted. E. Joiner: there are a lot of people who have an oral component but they don’t assess it. E. Reigadas: we need to be consistent with the rubric. S. Atkinson-Alston: assess your courses they way you always do. From that assessment you’re going to pull 30%. S. David: all of our assessments are writing based. We do have oral presentation but don’t have a rubric. We’ve already had presentations. S. Atkinson-Alston: your division needs to get together and work on a rubric for oral presentations. E. Joiner: at the next assessment meeting we can bring a sample rubric and see if it works. B. Young: you want to use a standardized rubric across the board. Everyone here will participate but I’m afraid people will use different rubrics. S. Atkinson-Alston: good idea to bring a sample rubric we can come to agreement and develop a rubric. We hadn’t had specific time frames for this. Joiner: try to do the best we can on this assessment this fall and plan for the spring. E. Reigadas: we you talk about oral presentations not all of the courses are in line with presentations. E. Joiner: do you think it would be better that we just don’t participate? Just turn it over to speech to get better data. We can easily add a oral presentation but it should be offered in the spring.
Closing items – B. Young: Tenure track evaluation meetings will send a schedule out. Problem is it’s hard to schedule all 8 faculty together.

B. Young: The purchase order for anthropology has gone through. We are still working with IBM on the statistics software. We have not heard back from the business office or student affairs regarding the transfer of money for student clubs. No one has come back to us with this new policy.

FHPC: Young: Since our last meeting Dr. Shackelford passed away. He was a good friend and worked hard with Mike Reid. It was Ray Shackelford who implemented the Unified Command in the fire department. He was one of the most generous men. We are unsure of what we are going to put forward. Discussed fire science and anthropology departments. We are unsure; to be able to connect with the fire and LaPort would be a successful program. I do want to make sure we have an agreement with La City before we move forward.

B. Young just started working on the unit plan and then found out we are changing the unit plan. Will be going through the new unit plan with each of you individually. We would like an equal share of data from our departments to show where we are going because of our assessment results. Probe evaluations and meetings are coming. Young: what if we did an initial meeting on cc confer and then we can make a meeting face to face later. Joiner: does there have to be a meeting? Young: yes, we have to meet to go over expectations.

M. Valadez: we will have a guest speaker to discuss history of Latino food in the United States on October 21st at 12:45pm. E. Joiner: Also has a presenter Ian Rashkin, presenting on labor organizing in the Music Recital Hall at 11:10.

Meeting end: 3:10pm