Division Meeting
February 3, 2016  12:30 pm
NEA-187

1. Open meeting and comments by Chair
   a. Rhea Estoya will present from Institutional Research at 1:45 pm on Share Point
2. Accreditation update: Joiner/Stanbery
3. Spring 2016: enrollment concerns
   a. Textbooks
   b. Enrollment caps
4. Tenure track concerns
   a. Tenure track committee evaluation visits
   b. Tenure meetings to be continued
5. Division Goals and Objectives
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
      ii. Review of division website information
      iii. Review of SLO/Assessment in Share Point
      iv. Review Assessment data
   b. Department reports:
      i. Economics
      ii. Political Science
      iii. History
      iv. Sociology
      v. Anthropology
      vi. Administration of Justice
   c. Committee reports by all members
   d. Unit plan 2016/2017----new Unit Planning vs. program review
   e. Course assessment by faculty and submission
   f. ECD review---Young
   g. End of meeting
Social and Behavioral Sciences Division Meeting

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Meeting Minutes


1. Open meeting and comments: Young welcomed everyone to the spring semester division meeting. He announced that Rhea Estoya will cover share point questions and demo in today’s meeting. Young will have to report to VP Selection committee meeting while Rhea is covering SharePoint. Weber explained he was out of the office during finals week due to health problems and he is very grateful to all of his colleagues for their assistance with his finals.

Young: introduced Weber as our retired full time history professor and we were all happy to assist.

2. Accreditation update: Young explained Ellen and Jim have worked very hard with the accreditation process. We should be meeting one more time before the accrediting team arrives in March. There are 14 team members who have been invited to attend our meetings.

Joiner explained the report has been submitted which can be accessed on our website. We scheduled two luncheons on February 17 and 23 to summarize what’s in the report. We do have certain highlights that we would like you to familiarize yourself with. History, Political Science and Anthropology have been referenced in the report so you need to know what we said about you. If the team comes to you we want you to be prepared to answer any questions. Accreditation is a peer evaluation. Be proud of what you’ve done. Stanbery explained he will no longer be the accreditation coordinator as of next week. He explained Ellen has carried the majority of the work load and it has been wonderful working with her. Ellen explained when we finish this semester she will also pass the baton to someone else. Everyone has been great to work with. The division applauded, Young thanked them both for their hard work.

Atkinson announced the “Apply” button on the web page is closed; it will be opened back up but then closed again on Sunday. Students will be able to enroll by asking instructors for add permits. Admissions and Records are backlogged so it will take some time.

3. Spring 2016: Enrollment concerns
   a. Textbooks: Young asked if there are any problems with textbooks, no problems reported.
   b. Enrollment caps: Classes were set at 42 for student success and retention. We will be looking for results. This should be able to assist everyone work closer with the students. This was at the request of the faculty. Young explained enrollment is down 8% which means we are cancelling 17 sections in our division. Some classes may be going to late start. Enrollment is down across the board in all disciplines. The college goes into these up and down cycles depending on the economy. We will start seeing enrollment go up when the economy goes down. No one will be laid off or furloughed.
4. **Tenure track concerns:** Young explained meetings will continue with the 4th Wednesday of the month. Yvette will send out reminders in outlook. We may have fewer meetings as people complete tenure. Division meetings will be on the 2nd Wednesday of each month. If there is anything important to discuss for accreditation we can pull together a meeting.

5. **Division goals and objective**

a. Student Learning Outcomes and assessment

   i. #1 division priority are SLO’s and assessment explained Young. He asked everyone to

   ii. Review of division website information: Our division website is updated with current assessment results.

   iii. Review of SLO/Assessment in Share Point: Rhea Estoya presented a demonstration on SharePoint for the division. You can email Rhea for any questions. When logging in make sure the domain name LAHC/username is included.

b. Department reports:

   i. Economics: Fradkin, Enrollment in classes are lower but he thinks that’s expected due to campus wide reduced enrollment but also because of the new algebra prerequisite that was established last fall. Other than that no issues. SLO assessments were received on time and the report was created and published.

   ii. Political Science: Chaney explained his department also has enrollment issues. All SLO results have been submitted. Thanked son for help with survey monkey. Ellen asked if we could offer voter registration. Loiterman explained it is in the works. There are several elections coming up. He added Cesar Chavez holiday is Thursday and Friday before spring break so check the schedule of classes for the holiday. There are poll worker positions available. There are opportunities for student to work on the Los Angeles city council elections. He tends to get more information on this.

   iii. History: Valadez reported he will offer a guest speaker for History 20 & 43 students in the spring. Email to announce will follow. Joiner explained Ian Rushkin will be performing again.

   iv. Sociology: King explained she has no problems in receiving SLO’s.

   v. Anthropology: David explained enrollment is doing well except for our new linguistic class Anthropology 104 which looks at the relationship with culture and language.

   vi. Administration of Justice: Reid explained SLO’s have been obtained from adjuncts. The TMC has allowed students to take courses online.

c. **Committee reports:** Reid (DL) announced the district is looking to transfer the online platform to canvas. Canvas is working with Etudes on a migration process so you don’t have to recreate your classes. You will have to take a forty hour course. Administrative services committee: EJ explained they are revamping the cadet program on campus. The cadets are in our AJ program and also going through cadet academy.
d. **Unit plan**: we used to call this program review. Stanbery explained the reason for the change of the title. The idea was to reduce confusion. We update the data every year and do the review every six years.

e. **Course assessment**: Young explained Nguyen has entered all SLO assessment results, course outlines, and textbooks into Sharepoint for us. He explained that our division may be the only one in SharePoint. Faculty and students can access this information on SharePoint. Reddick asked if everyone can access their own web pages now. You will need to ask our webmaster.

Atkinson asked where our division syllabi are located. Young explained they are submitted to lead faculty, Yvette and him. Atkinson asked to make sure everyone has submitted their syllabi.

When you go through the assessment page, Sasha explained we she went through to enter the assessment for each SLO. If there are too many it will bring a lot of work. We asked for fall results to be inputted in SharePoint since last week. We need to follow through and have those done. If you have any problems contact Mr. Nguyen.

f. **ECD review**: All course outlines in our division are at 100% completion rate. Atkinson: there are some courses that cannot be moved from department 90 so they still need to stay on top of it.

**Open floor**: For that last year Thomas-Spiegel has served as adjunct representative. The election is near. All adjuncts can serve for a two year period. If you have an adjunct who would like to run please encourage them to. We need your assistance in finding someone.

King asked when negotiations will start. Thomas-Spiegel explained they will start the assignment in the fall. If you’re interested in working on negotiations contact Mona it has a .2 release time.

Young explained we all agreed last semester to submit our results on SharePoint.

**AFT Report**: Reddick explained we have the guild elections this spring. We need your support in this. Your deadline to submit candidacy will be emailed to everyone. We also have student scholarships available. Thomas-Spiegel explained the adjuncts that are on seniority lists.

Meeting end 3:30pm