Division Meeting
August 28, 2014; 1:15 – 3:30 pm
NEA-187

1. Open meeting with comments from staff
2. Welcome Mr. Valadez and Mr. Galvan as first-year tenure track faculty members
3. Catalog review underway: All departments to review the course descriptions (exact wording from ECD); degree and certificate verification and review.
   a. Once completed, an email is appropriate for historical records that the work was completed; and if not completed, why and a timeline for completion.
4. Goals and objectives: Fall 2014
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
   b. Harbor Advantage (HA) and future pathway structures
      i. ATD
      ii. FYE
      iii. Reassignment or paid hours for HA activities
          1. Student advisement
          2. Student coordination
   c. D/L courses
      i. Open discussion with successes and difficulties
      ii. Retention and attrition levels
      iii. Enrollment and waitlists
   d. Committee and ASO club reports
   e. Scheduling
      i. No winter program
      ii. Spring: Plan with same number of sections as Spring 2013; possibly fewer sections
      iii. Review and make recommendations days/times/assignments
      iv. Summer discussion
      v. Course rotation considering Fall 2015
f. Budget:
   i. Supplies
   ii. Equipment: hard/software
   iii. Specific equipment for instruction

g. Administration of Justice
   i. Complete assessments for all learning outcomes
   ii. Review all course outlines
   iii. Completed the CTE education plan
   iv. Convene advisory committee/AJ & FT
   v. Continue developing inter-disciplinary courses and concepts with other departments.
   vi. Continue to review and on-line degree
   vii. Review and advise on possibility of career certificates
   viii. Maintain pathway review and goals

h. Anthropology
   i. Complete assessments for all learning outcomes
   ii. Review all course outlines
   iii. Develop a security plan for artifacts / fossils
   iv. Maintain inventory of artifacts / fossils
   v. Develop an internal program for staff development for Anthro lab work, production, and delivery.

i. Economics
   i. Complete assessment for all learning outcomes
   ii. Complete review of all Econ outlines
   iii. Report of the ‘basic skills’ workshop
   iv. Continue with dialog with the Business division members

j. Fire Technologies
   i. AJ lead faculty responsible for department curriculum
   ii. Continue with learning outcomes and assessment review
   iii. Maintain involvement with the EMT program
k. History
   i. Complete assessment for all learning outcomes
   ii. Review all course outlines
   iii. Continue to improve on Asian study coursework that includes a review and
        recommendation for recruitment and retention overall improvement
   iv. Development an 'emphasis' pattern and recommend coursework work in Latin
       American studies

l. Political Science
   i. Complete assessment for all learning outcomes
   ii. Review all course outlines
   iii. Review existing community college 'public policy/administration' courses and
        determine applicability to existing Political Science TMC pattern
   iv. Continue developing inter-disciplinary courses and concepts with other departments.
   v. Report on the development of two new courses in public policy/admin
   vi. Continue to review program recruitment and retention levels

m. Psychology
   i. Complete assessment for all learning outcomes
   ii. Review all course outlines
   iii. Review existing degree coursework and make recommendations to TMC for
        program improvement.
   iv. Review the Addiction Specialist program

n. Sociology
   i. Complete assessment for all learning outcomes
   ii. Review all course outlines
   iii. Review existing coursework on file and determine necessary changes for TMC
        and university transfer plan
   iv. Continue developing inter-disciplinary courses and concepts with other departments.
   v. Explore possible career certificates in Sociology

o. PACE
   i. D/L 3rd track for university transfer plan
   ii. PACE education plan to "Liberal Arts: emphasis in the Social and Behavioral
       Sciences"
p. 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.
   iii. Meeting dates/times will be emailed to faculty members via Outlook Calendar.
q. New items
r. ALL regular faculty members to meet with their adjunct faculty members for discipline meeting to discuss goals and objectives, course outlines, SLO's, assessment, and future course rotation.
s. End of meeting
Social and Behavioral Sciences Division Meeting

August 28, 2014

1:30pm NEA 187


Introductions by all faculty members. B. Young welcomed our new first year tenure track faculty members Eddie Galvan and Mario Valadez. Mr. Young gave a brief history review of Harbor College to the division. He announced Joan Thomas-Spiegel is the new adjunct representative for our division. Mr. Young welcomed ASO Vice President Marco Marrufo who attended to discuss campus issues.

B. Young: Classes look good we have cancelled 15 sections within the last couple of weeks and had to make adjustments to the faculty line up. We have specific instructions from administration to cancel low enrolled classes. Good news is most of our classes are high enrolled.

Catalog Revisions: Catalog Review is under way. Please review your degree plans and course descriptions for revisions. I’d like a copy of what work has been done so far. Please submit your changes, if any, to Yvette and Brad asap.

Goals and Objectives: Our division is number one priority. Achieving the Dream has merged into the Harbor Advantage program. Part of the ATD will be a part of our Accreditation Review. It will be a prominent item they will be reviewing. E. Joiner: we had applied to be an ATD model school. B. Young: we are one of the two schools in the district selected. E. Reigadas: That data came out of ATD.

B. Young: FYE (First Year Experience) went well and now falls under the Harbor Advantage. The concept is that it is a pure learning community model. Pace is formal learning community model and FYE is a junior learning community model. The objectives are common and it’s a good program.

Grants: There have been reassignments in our division. There is money in a new grant student success initiative. If there is something you want to pilot, test drive. Please let me know what you’re thinking and we’ll discuss it with the division. The stem grant has of 900K unspent money. B. Loiterman: National Science Foundation gives grants to Psychology and Anthropology that may qualify for Stem. B. Young: one of the items discussed was field trips. We could fund for buses to transfer students to the science center. The reviews for most grants when they see people are working interdisciplinary they like to fund. J. Thomas-Spiegel: field trips are in your new faculty handbook which itemizing our college policy.

Paid hours for student advisement: there are several categories of possibilities. It is reasonable to submit for a couple of hours.
E. Joiner: Student Success going after mentors. Is it possible that people could be paid for mentoring? B. Young: I think there is some kind of restriction for program 100 funds.

**DL Program:** We have a lot of success with the online program. Our division is the pioneer of the DL program. The current etudes we’ll continue with that. M. Reid is on reassignment time as the new DL coordinator. M. Reid: Student success is very much part of the DL program. We’d like to have a budget for students to sit down with someone who can assist them with the program. We are looking for a location to house Reid or Lange to assist them. Another is for staff to have a reoccurring thing to assist faculty. State has made some changes. Keep dialog with students and staff of any changes. Just like to help students with every day DL issues. Communication has to be the key in helping both students and staff with DL. M. Reddick: who are the students reaching in the online help desk? M. Reid: the help desk line is basically automated responses along with an email sent to the help line which comes to my email.

E. Reigadas: Two things that were discussed in previous meetings. Etudes orientation pilot in the summer, how did that go? Y. King: that was unsuccessful. M. Reid: we are addressing that in the learning center. S. Nguyen: Dr. Joiner is still offering orientations for DL students. Won’t work as well this semester but we’ll try again next semester.

E. Reigadas: Son was going to review online courses. S. Nguyen: I have done the evaluations online. B. Young: the reports will be sent out to people who were evaluated. B. Young: we used the rubric as a test pilot. Try not to focus on the article in the contract but how we best evaluate classes. This is the best way to help people. Hopefully we can sit and meet with everyone to discuss it. E. Reigadas: volunteered her class to be looked at.

M. Reddick: Frustrated by missing information that is sent to students. Message to students are not clear on how to begin your first online class.

B. Young: Asking for some type of mandatory program. J. Thomas-Spiegel: we have shifting systems that are a problem. We haven’t updated the instructions in the schedule to match what are tools are now. There is a lag and we have old stuff mixed up with the new things.

S. David: It would be amazing if students can be notified to wait for instructor to notify them at the LAHC email. J. Thomas-Spiegel: your right, we’ll take those into consideration. B. Young: when you don’t answer the student they will email B. Young. Y. King: always responds but thinks her email may go to the student’s junk mail or spam.

Marco Marrufo, ASO VP explained this is a huge issue. The process should be revised. The application process should mandate that students have to login to their campus email to validate their application.

**Enrollment:** B. Young: we need to look at the reason for attrition level. Some instructors are retaining enrollment but others are not. Most of you know I look at numbers on a weekly basis. We saw the recession and enrollment picked up. Layoffs were beginning and students were returning to school. There are trends that the college has. Always looks at cause and effect, sometimes it due to reassignments. Pay attention to your numbers. If for some reason your numbers are dropping we can
discuss how we can rotate classes or eliminate them from the line up or shift when the time the class is offered. Let B. Young know what he can do to help.

Enrollment numbers are set but he always goes back to the wait list. Once your class fills and students begin to drop. People on the wait list do not default to the roster. Many classes have eliminated wait lists. WE offer 240 sections are offered in our division and PACE and over 100 do not have wait lists. The new student information system will not roll out for a couple of years from now. M. Reddick: there is no way to email your students on the wait list. If we could email them it would work for us. M. Marrufo: As a student there are classes we need to transfer. Explained wait lists are a heavy issue. For those of you who do not do wait lists. How are you selecting to add? By raffle? Dr. Loiterman gives an assignment to students on the first day and if they do the assignment and the class opens up he will offer adds to those.

B. Young explained how he sets the enrollment in both DL and face-to-face classes per the contract. J. Thomas-Spiegel: You should get the contract changes in the mail. She explained the new enrollment set policy in the contract. E. Reigadas: explained looking in depth at the data it can help us decide what classes have low enrollment. B. Young: one of the issues in many disciplines are some classes are held at 40 class limit per the contract and the class drops to 18 or lower. Instructors never add students to move enrollment back up. There is a cost per pupil per every DL student. He explained the cost per student and class. The college operation is a business and it cost money to run the programs. Had prop 30 not passed we would have dropped all online classes. Keep in mind after this year we will only get funded on student completion not on census. Our division does the best in enrollment.

**Committee Assignments:** B. Young distributed the Committee Assignments. Received a note from faculty senate president who explained there are a few committees not on the list. We had removed a couple. If there is a committee you’d like to be on let me know. The committee discussed their assignments and made revisions. Everyone schedule has been cleared for our 1:00 pm division meetings. Please get changes to me by Monday.

**Dean’s Report on SLO’s and Assessment:** S. Atkinson-Alston: Welcomed everyone back and is excited about the upcoming semester and new hires. If a student has not notified you they will not be in class on the first day please drop them. Your chair must have a copy of your syllabi. We had some issues last semester with syllabi. Have your division chair or lead faculty review them. W. Arias is the new assessment coordinator. Program review and unit plans must be done on time. We’ll be assessing ISLO #1 this fall. In another four years we’ll have them all in sync and completed.

E. Joiner: We have five program learning outcomes. We can reduce those to three or four. Give me the okay to rewrite those. If anyone would like to assist that would be fine too. Stanbery: is the alignment okay for Political Science? B. Loiterman replied, yes. Y. King offered to assist E. Joiner. E. Galvan will also work with E. Joiner and we can discuss it in next month’s meeting.

Y. King is now in charge of the campus calendar and will have it updated.
Scheduling: There will be no winter 2015 program. Spring 2015 plan will be the same number of sections. If we have growth money he will work with the dean in regards to adding classes that are a part of a pilot program. We only have so many instructional hours in our division, so, if you want to add something in a discipline let me know. If we have the Dean or VP in our meeting we can discuss it.

Spring assignments are now being drafted. Most of you have a copy. Look at the assignments and see how we can make adjustments to the schedule. We are unsure of what will be offered in the summer at the moment.

Course rotation: Think about the fall. Look at the enrollment now in the fall and maybe think about rotating it.

Supplies and equipment: Please let us know what you need.

SLO Assessment: Complete assessment for all SLOs in your course outlines. Review the outline and course description for accuracy. Curriculum committee has the same exact concerns that are being addressed for years. There’s no blame on anyone. Take a look at your descriptors and make sure it lines up. We’ll meet with the adjunct faculty at 4:30pm to review the assessment process, SLO, Course outlines. To look at the results of the assessments and that will change how you teach the SLO. We want to primarily cover that tonight. If you find an adjunct that is not participating please let me know and I will unscheduled them. Very serious about this, we have good faculty and they might need to be helped with this.

Dr. Atkinson-Alston: Take the data from assessment and move into action. We need to discuss and note and take action. Don’t be afraid if change has to happen in result of your assessment. J. Stanbery: We need to show change that’s been made in our program review as a result of your latest SLO assessment. Update your program review accordingly because we need that to back up our unit plan. One of the things we got dinged on is the accreditors did not see reference of change in the unit plan as result of assessments. We are aware of the short comings and we’ll try harder to implement the changes we’ve decided on. B. Loiterman: One change that Ellen made was a change in text book. V. Chaney changed the Political Science 30 textbook. Does that go in the unit plan? Stanbery: Yes, the idea of the program review being due a certain time. Input changes into it continuously. Official submission may be due in 2016 but don’t wait until 60 days prior to make the changes. We can constantly review and change our unit plan. We need to show updates in your program review as a result of your SLO results.

ASO Club update: B. Young: Had a big discussion with the ASO clubs. It’s been recommended that we do not transfer funds till we hear from the business office. I do not recommend any one in the room exchanging cash with students. I’m trying to protect all the clubs in this room. Be very careful dealing with money. We do not have policy where students and faculty exchange money.

Department Updates:

Reid: Everything is going well in Administration of Justice.
Fradkin: Great support from the division we have been able to run a couple of workshops for economics students who are planning on taking economics courses this fall. We had 54 students participate and still receiving emails from people who couldn’t make it.

It was free for students who want to review basic math. B. Young: we will track them and see if we see a percentage of improvement. Fradkin: last year we were able to set up tutoring for Econ students. On the survey 100% explained the tutoring worked. B. Loiterman: it should be a model for the accreditation visit.

B. Young: That was a small example of a pilot idea from M. Fradkin that we made happen.

E. Joiner: we don’t have anything to report for history.

There are four interdisciplinary courses for the Public Policy Pathway. He distributed the latest version of the Public Policy Pathway. All it means is using the familiar green sheet and using the Social and Behavioral Sciences Pathway. Let me know if you need more. WE can offer a SBS or public policy table.

M. Valadez would like to offer a history table at the student success event. I hope this becomes the new default major so students don’t remain undecided and drop out. B. Young: anything you’d like to add to service learning. There’s a spot for volunteerism.

K. Carter: Would suggest that every faculty member familiarize the California State GE Transfer plan so they can assist students.

Y. King: has all new SLO’s in the Sociology department except for Sociology 21. Agopian thanks Yesenia for keeping the department running in the leave of his absence.
Introductions by faculty.

B. Young welcomed our new president Dr. Otto Lee to the meeting.

Dr. Lee: Thank you for the opportunity to speak and meet with you all. Thank you for the great work you’ve done. Your division chair is a miracle worker. Great to see so many adjunct faculty join us. I understand the importance of our entire faculty. This division is the core of the college. Thank you for providing an important foundation for our students. I’ve always enjoyed collaborating with faculty in your disciplines. The state budget has turned around and we are going to restore sections back to our students who need it. We are going through the accreditation process with Dr. Joiner. We need to balance our budget and that’s my commitment to you. I’m very happy to hear from you. Please let me know your thoughts of the college and how we can improve. Keep up the great work that you do. Any questions? Those of you who were not with us this morning. I will send that email to you. I really want to make sure you’re transparent so you are involved in the decision making process.

B. Young: Dr. Lee is a very nice person with a lot of experience. We welcome our new people adjunct and full-time. Mr. Valadez and Mr. Galvan are our new full-time faculty.

**Goals and Objectives:** SLO and Assessment are the number one priority. I cannot emphasize the importance of participating in SLO assessment. I will encourage you to find another profession if you do not participate. We have always done assessment on SLO’s. Dr. Joiner explained this will be from the ground up. SLO’s are course objectives and nothing new it’s been in the cycle for decades. Syllabi have to be emailed to myself and Yvette. We have the plan and will get it done. Everyone’s syllabi will be eventually placed on the website. It’s not just a board rule but it’s in title V. The textbook that you use and the price must be published online. The student needs to plan on finances. Make sure the SLO’s are assessed if you have any questions see Brad. Like to make sure the lead faculty member in each discipline reviews their faculty syllabi for SLO’s.

**Harbor Advantage:** Achieving the Dream and FYE has folded into the HA which is under the student success umbrella. Encourages everyone here to read your email.

**Distance Learning:** a couple of things that have changed are the number of seats in the online classes. Class sizes are being increased per the contract. I encourage people not to have a wait list. If you have any questions call Joan Thomas-Spiegel. He discussed attrition level. About 20% of our offerings will be affected.

**Committees:** Anyone who would love to be on a committee we have a sign-up sheet for you. We have over 138 committees. We have a lot of good committees who do need faculty. Mr. Reid is on reassignment to chair the DL committee. We have Y. King, J. Stanbery, and E. Joiner on accreditation
and subcommittees are open if you’d like to be a part of it. WEC and Flex committees are great to be on as well.

**Supplies**: if you need any supplies let me know we’ll try to get it for you.

**ASO Clubs**: there are many clubs that could use your support. At least half the adjuncts on our staff work regularly with the club of their field. Thanks everyone for supporting the students.

**Schedule**: The College will not offer a winter program. We will have the same number of sections from last spring. We’ll keep instructional hours the same. If there’s any specific needs that will work well in your department.

Future division meetings are the second Wednesday of every month at 1:00pm everyone is welcome. We’ll have our holiday get together. Contracts are available for signature. The assignments are not guaranteed they are an offer.

**Special Programs & Services**: Dan Ranker with life skills center is a Clinical Psychologist. D. Ranker: We provide counseling and student success workshops. We provide consultation for faculty if you have any students you are concerned about. Explained a new program designed for faculty Cognito program which you can earn one hour of flex credit. How to interact with students who may be of concern. L. Acquaye-Baddoo explained it’s a great program for our students. Come by the Life Skills Center and we’ll be happy to help you out. M. Reddick: do we have a list of intern names? Dan: yes, we have it in the life skills center. On call number is 4586.

**AFT Chapter President**: M. Reddick announced the adjunct faculty committee that keeps in touch with adjunct to keep them updated with resources, contract issues. Please sign up on the list so we can send you email. She encourages people to sign up with the union. First meeting is September 22nd and we always have food.

Grievance Officer Joan Thomas-Spiegel is here to listen and help when she can. She spent the last nine months on the negotiations on the new contract.

End 6:00pm