Meeting Minutes

**Attendance:** Janice Sandell, Elena Reigadas, Ellen Joiner, Sally Fasteau, Brad Young, Jim Stanbery, Gary Miller, Bill Loiterman and Harvey Siegel.

**Introductions and Updates:** Introductions were made, and the agenda was distributed.

**Goals and Priorities:**
- Instructor evaluations are in effect.
- Assessment questions will be given to the students at the end of the semester. The adjunct instructors will create questions from 2 critical concepts out of each standardization from within the Title IV outline, and submit them to the department head. The department head will use the questions to create an exam that the students will take for extra credit. The assessment is given to find out what the students are not learning. SLOs to come from class outline History and Political Science will participate in this next spring.
- Several of our online classes need to be evaluated; Mr. Young asked the division if they agreed to bring on Mr. Siegel as Vice Chair to conduct these online course evaluations, all agreed.
- Accreditation unit review templates were distributed to each department head and Mr. Stanbery explained how to complete them. Hard and electronic copies of college and district objectives will be sent to everyone. The unit objectives will also be sent out. Mr. Young asked everyone to take a look at the result and priority to make a decision on what their class priority will be.
- Dr. Joiner distributed unit review addenda from the Unit Plan Sub-committee. Which included, increasing enrollment, retention and successful completion through:
  1. Modernizing the delivery of classroom information
  2. Establishing academic support services
  3. Offering courses to enhance basic skills
And
Develop assessment tools to evaluate student learning by:
  1. Encourage faculty to post their SLOs on their syllabi
  2. Use embedded assessment
  3. Developing pre-test and post-test
  4. Evaluate methods of delivery in light retention and assessment
Mr. Young asked permission to put Dr. Joiners document into the Unit Plan, all agreed.
**New:**

- The Fire Technology Department will be moving into our division on February 3, 2008, they will be our 13th department under the Social and Behavioral Science Division.
- On December 10, 2007, there will be a discussion of the College Master Plan, in the Seahawk Center at noon.
- The District wants the college to bring back the Anthropology Degree Program. Mr. Young met with Dean at CSDHU to discuss the new Anthropology program at CSDHU, a lot of good information.
- New televisions and DVD/VCR players were purchased for the division
- Move into new NE Academic building August 1, 2008 and Technology building on July 1, 2008.

**Open floor:** Considering hiring student worker to transfer all video cassettes to DVD’s.

Aforementioned issues were fully discussed and unanimous consensus was agreed.

Meeting adjourned at 4:00pm.