Division Meeting
March 11, 2015; 1:00 pm
NEA-187

1. Open meeting with comments from staff
2. Division Goals and Objectives
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
   b. SLO changes from assessment results—what's documented
      i. Sociology
      ii. Political Science
      iii. History
      iv. Economics
      v. Anthropology
      vi. Psychology
      vii. Administration of Justice
   c. Committee and ASO clubs
   d. Scheduling: brief update only—both summer and fall
   e. Classroom management comment
   f. Grants; concept from conception to closure- and everything in-between
   g. Curriculum—course update requirements
   h. Congrats to:
      i. Mario Valadez
      ii. Mike Reid
      iii. Sasha David
   i. End of meeting
Social and Behavioral Sciences Division Meeting

March 11th, 2015, 1:00pm

NEA 187


Open meeting: B. Young presented maps of the campus previously planned designs from our master plan which has now gone through six or more changes. He gave latest update on the bond and explained we are currently at fifteen million for the remaining projects on campus.

B. Young distributed a report from the District which included outstanding rosters from all departments. Please review it and discuss it with your adjuncts or let Brad know and he will speak with them. Rosters must be submitted electronically before the due date.

Assessment SLO Discussion - B. Young asked the division if they’ve had issues seeing their SLO and assessment reports online. Division discussion regarding SLO and Assessment website posting. There have been issues with these reports not being posted on the college assessment webpage. Dr. Atkinson explained the college’s server crashed and we lost many documents on our website. The division discussed who could be responsible for making updates to the assessment webpage.

B. Young discussed the SLO coordinator’s assignment and release time. That position is currently at .60 release time and thought maybe this should be a full-time position instead of release time. E. Reigadas explained you have to look at exactly what the position entails. S. David: maybe Joachin is overwhelmed with the workload and suggested maybe assigning a second person. Dr. Atkinson explained this may be happening in other divisions and we have to take a look at what we are going to do about this. It may be possible as a co-chaired assignment for two or a full-time position. S. David: posting files is not as easy as it looks. B. Young: it is a real challenge with a lot of work and the college needs to decide what to do about the SLO assignment. B. Young will address the issue tomorrow at the academic affairs cluster meeting.

Accreditation update: B. Young: We have good news from Dr. Lee, the midterm accreditation visit has been cancelled and there is no need for a midterm visit. This will come out to the campus as formal announcement tomorrow. Mr. Young gave his thanks to Stanbery, King and Joiner, the division applauded the good news.
Summer schedule: B. Young: Latest changes to the schedule we added two psychology classes to the summer line up from the fall 2015 schedule to summer 2015. Book orders should be out soon. Accreditation writers will be busy all summer. E. Joiner reported the bookstore is in the process of trying to reinstate the textbook rental policy. They are reorganizing it and it will start in the fall. They are also trying to get more used books on the shelf in the fall. We are still operating in the red but they are trying to do their best.

Fall schedule: B. Young: Everyone has given me their thoughts so I will make just a few more changes to the fall schedule. We will have a new vice president soon and we’ll discuss the budget and the fall schedule. The budget was discussed. J. Stanbery: there have been some of the assumptions of the budget. The job of the budget committee is to bring accuracy to these estimates. Young: if we come in under 500k we will be okay.

B. Young applauded M. Reid on a very productive distance learning meeting. M. Reid explained how the DE coordinators came up with a form explaining what kind of services DE should provide to the students. How can the instructors instill this information into the online platform? Reid is working on a small allocation of this in his platform and maybe he will also include it in his announcements. He will send this form out so everyone can go through it. S. Atkinson explained she went to district stakeholders meeting the other day and we looked at this form. We also discussed the state requirements. So take a look at the matrix and let us know what you think. We are looking at other strategies for DE out of state students. The federal government wants us to now have to have state authorizations and agreements.

Classroom management: B. Young explained an issue came up about a student a week ago. We had one student who became a victim of cyber bullying. Other classmates were cyber bullying regarding an orientation issue. The students request was not to report it to the Sheriff’s office. The instructor was aware and notified B. Young who worked with student services office in transferring the student to an online class. Student services management generally follows through on written complaints but in this case the student choose not to report it. If you have an issue in the classroom please pay attention and report it. Our instructor did a great job in handling the issue and the online instructor was also a great support. We were very pleased with the outcome of the situation. Classroom management is very important and is something that is gained with experience. Please document all issues.

Curriculum update: S. David explained everyone should be checking all of your course outlines in ECD to make sure we are consistent with assist.org.

Congratulations to Mario Valadez, Mike Reid, and Sasha David for their various accomplishments in recent things they have done for the campus and division.
Grants: The College is in process of creating grants. There was a process of getting grants through the process in the old days. If you have any ideas, bring them to the table.

Open items: Dr. Loiterman was pleased to inform the division the LACCD student email system is now working. M. Fradkin and B. Loiterman discussed how the system works. B. Young explained B. Henrichs is now working back in A&R working on the prerequisites. Please go through the prerequisites in your department and make sure they are accurate. E. Reigadas has one student in her class who is taking Psych 001 and Psych 41 concurrently. B. Young asked her to email him the student’s information and he will follow up. E. Joiner asked what the rule is for class retakes. How many times can the student repeat the failed courses? The division discussed how classes can be repeated up to three times.

Meeting end 2:15
EMAIL SENT TO FACULTY ON OCTOBER 28, 2014 0958

Just a reminder to everyone from our last division meeting. I requested a vision or planning statement from each department with the following information:

- Statement of current offerings; i.e. recap of course offerings that satisfy or support GE requirements, a TMC, a CID requirement, certificate requirement, etc.
- Statement that reflects your vision 3 to 5 years out; i.e. remain the same or near to it, add new courses to department line up in a rotation, add additional sections, add a new certificate or emphasis—please justify in your statement. Having requested this, let’s too be honest and realistic as being visionary is and can often be confused with fantasy or unobtainable goals. We are under a tight budget and budget outlook for the next 3 to 5 years and this doesn’t mean we can’t be creative and grow; it just means we’re under a microscope and everything we act on will be reviewed five times over.
- A recap of each course and SLO that has been modified however slightly by means of assessment results. Please be thorough.
- And lastly, what efforts or discussions have occurred in regards to interdisciplinary courses or possible cohorts—intra-division.

The above information will be helpful in our division unit plan that I am preparing in November. All regular/full time faculty members must participate in this effort. If you’re in a discipline with multiple FT members, please work together so that everyone has input. If you’re working solo in this effort and would like to work on it together, just let me know and we’ll schedule time together; and don’t forget the resources of the adjunct cadre.

Please don’t gear up for a ‘full court press’ thesis effort, but a thorough and concise answer relating to each bullet item will be fine.

Each department will report their findings at our next division meeting on Wednesday, November 12th at 1:00 pm. This allows our division to listen to each department and discuss priorities and recommendations if they exist.
If anyone has a question, needs clarity, or wishes to work together on this project, please let me know.

Bradley
End.

Bradley J. Young
Professor of Criminal Justice
Division Chairman
Social and Behavioral Sciences