SOCIAL & BEHAVIORAL SCIENCES DIVISION MEETING

Tuesday, September 27, 2009, 1:30pm, NEA 187

**Attendance:** Elena Reigadas, Ellen Joiner, Janice Sandell, Brad Young, Jim Stanberry, Sally Fasteau, Harv Siegel and Bill Loiterman, Gary Miller, Ray Shackelford, King Carter, Michael Agopian and Dave Humphreys.

**Announcements and Updates:** Ray Shackelford in Fire Technology was introduced to the division. He is currently working on the Fire Tech course outlines. Mr. Young announced the new Statistics software package which is used for Statistics under Psychology. Math 227 is no longer acceptable at UC’s and won’t fit in with transfer. All adjuncts should adhere to their office hours.

**Program Review:** Mr. Shackelford and Mr. Siegel have revised the online degree program for FT and AJ programs. Mr. Shackelford explained the 2 fire programs that were successfully held over the summer.

**Student Learning Outcomes and Assessment:**
Mr. Young asked all to provide SLO updates:
Mr. Siegel reported AJ has assessed the SLO’s from the fall and will review the statewide organization.
Mr. Agopian reported Sociology has measured and all classes are up-to-date and have reported results.
Mr. Shackelford reported FT has standardized SLO’s from the state. He decided to revise the SLO’s. He will review the SLO’s with adjuncts today and will measure this fall, he mentioned there are many overlapping SLO’s.
Dr. Loiterman reported PolSci has seven SLO’s for each course. One has been assessed for a specialized course. All seven SLO’s have been assessed for Pol Sci 1.
Mr. Stanbery deferred to Dr. Joiner.
Dr. Joiner reported History has completed all SLO’s for fourteen history courses. SLO’s have been revised and have tied course content in SLO’s. Some adjuncts are not assessing but all should be onboard for next semester.
Dr. Reigadas attended the WASC workshop last semester and was informed that the assessment should have everyone’s participation.

Per Administration, faculty who don’t cooperate or participate in assessing the SLO’s will be disciplined, as this is required by WASC. He asked anyone who has problems to meet with him. Dr. Humphreys sent a link to all faculty for AAJC. In that document you need to concentrate on environmental stand, second part is required that you report SLO’s for all classes. Find out which outcome is not successful and show how you can improve your unit plan and program review.

Mr. Young distributed the current enrollment numbers for the fall and discussed. Dr. Humphreys informed the division that adding students is up to the instructor but to be
aware of the classroom capacity limit. He was notified that four classes were cancelled at a fair enrollment due to staff assignments.

Discussed the H1N1 virus which Jim Stanbery prepared an informational document. The division discussed sanitizing products to purchase and procedures to follow. Discussion and distribution of measure “J” list. Discussion regarding building changes, new clocks, pencil sharpeners have arrived and are awaiting installation. Division supplies were ordered in June. One of our copy machines is out of service; we have received notice from Dr. Tomlinson who confirmed new machines will be available soon.

Meeting adjourned at 4:00pm.

Full Division Meeting – 4:30pm

**Introductions and Announcements:** The division introduced themselves by name and department.

- Census rosters need to be turned in on time.
- Your syllabus should be in by next week at the latest. Please call when absent so we can send emails to the students. MOU was signed by the Chancellor;
- All faculty shall participate in assessing the SLO’s. Dr. Joiner and Mr. Stanbery are on the Accreditation team. LATTC and LACC are on probation from WASC.
- Office hours – per the contract, required 35 minutes of office hours per class.
- Final Exam Schedule – Please follow the final exam schedule. We’ve had problems in the past with instructors not following the schedule and some students not being informed. Please don’t forget to exclude students that are not in class, this will prevent unnecessary issues when its time to assign grades. You need to review the special population policy. Don’t leave students unattended in the classroom.
- All key cards are available for pick up in the Plant Facilities office. The TV carts are ruining the classroom walls and therefore have been removed from classrooms. Please use the new technology in the podiums.
- Everyone was encouraged to participate on various committees and the committee list was passed around for anyone who was interested in signing up. The division was asked if the had any questions in regards to scheduling? No questions were asked.

**Discussion:** The budget was discussed and how it’s affected changes in the schedule. Staff classes have been cancelled because they are not assigned. It’s possible that the winter session will be cut. The seniority rights were explained, there are no seniority rights for the winter or summer intercessions it goes based on rotation. The outreach program was cancelled for the fall but the college was able to open back up a few sections.

**Construction Update:** The CDC will open soon and the Health and Wellness building is scheduled to open in January 2010. The new parking structure project will begin in the Fall and the trailer will be relocated.

Meeting adjourned at 6:00