SOCIAL & BEHAVIORAL SCIENCES DIVISION MEETING

Wednesday, October 30, 2013, 2:15pm, NEA 187

**Attendance:** Brad Young, Elena Reigadas, Ellen Joiner, Son Nguyen, Jim Stanberry, Bill Loiterman, Yesenia King, Mike Reid, Lorrie Kato, Van Chaney, Michael Fradkin, Sasha David and Yvette Parra.

**Announcement**
Mr. Young welcomed Dr. A to the division meeting and announced she is currently evaluating all new tenured faculty members. We now have 7 probationary faculties on tenure track and they are a great group of faculty members. FHPC ranking came out; History came in #7 and psychology #9.

**Best Teaching Practices**
All probes will present what they are working on in their classroom. Each will present at a different faculty meeting. Dr. Joiner suggested this and we think it's a great meeting. Dr. A suggested doing this campus wide. We'll start with Mr. Fradkin on November 27th. Presentations should be no longer than 20 minutes. Mr. Young distributed the schedule of meetings which includes everyone’s presentation date.

Reid has suggested some ideas about tutoring.

**Possible New Programs**
Dr. Loiterman explained Ken Poole informed us of a program for the state bar in which our campus meets the criteria. No money involved but there is a goal of strengthening. Funds are coming through Lumina Foundation. Mr. Young researched the program and it could have good possibilities for us. Compton Court could adopt us in this program. He will discuss with administration and keep the division informed.

Mr. Chaney suggested the “Three + Three program” between LA Southwest College and Cal State Dominguez.

**In-Class Evaluation:**
Division Fund: Thanks to everyone who has contributed to the division fund. However, there are two outstanding checks needed. Dr. Joiner suggested a small gift for the Garvin’s new baby.

**Computer Lab Issues:**
Dr. Loiterman asked how lab 126 is functioning for everyone. Dr. David added it takes about 20 minutes for them to load. This is disappointing as it has been running fine before. Mr. Young called Mr. Clarke to briefly discuss the issues. The division greatly appreciated Mr. Clarke who arrived to discuss the lab issues with the division. Mr. Reid explained the previous issues have resurfaced. Mr. Clarke explained his staff is working with the labs. There are issues with the way the labs were set up in general. IT will work on tearing them down, and rebuilding them on the back end in the winter. Currently takes 20-30 minutes to get the computers up and running.

Dr. Atkinson asked if there are instructional assistants that are assigned to IT or the Library. Mr. Clarke responded, not currently. She will try to get IT some help in their department.

Mr. Young asked if overhead projectors have been ordered to replace the stolen projectors. The President has agreed to this purchase under article 9. Mr. Clarke has not been given directive to place the order and currently has no funding for projectors.
Mr. Fradkin explained his office computer is very slow and this could be a memory issue. Mr. Clarke will work on getting additional memory for him. Mr. Clarke explained the college’s two separate networks. We have academic (classroom) and administrative (office) accounts. The log in is typically the same. Mr. Young asked if there are any updates on the new email system. IC will not be moving faculty over to that system. It’s being used for students at this time. It’s a cloud based system and there’s certain things we cannot put on this system, like student records. This system will work well for adjunct instructors who teach at more than one campus. This will be a goal for adjuncts to move solely to the cloud system. The cloud based system also gives students access to Microsoft office.

Mr. Fradkin could not find away to cc him or recall sent email blasts sent through the instructor system for record keeping. Dr. David added to open the recipient list and copy it into your outlook email. Mr. Clarke informed the committee that all email is being stored downtown, regardless if you keep it or delete it. There are browsing logs available through our firewall. IT is working to build an interface for items that you need to recover for the last three years. The new trouble ticket system for IT and Facilities will be updated next week.

Probationary Committee reports/discussion

Reid: Classrooms are good however having issues in the computer lab. There is a reduction in the research class. Some plagiarism issues with Administration of Justice 001. He explained four or five students had 30-40% plagiarism issues. He discussed them with each student individually. His intern from Project Match working out fine. He’s serving on Steering committee meeting however it does conflict with his Friday class and Project match. Criminal Justice Club is doing great raised $300. FHPC just finished with hiring rankings and is also on the Standard 1 committee.

Nguyen: All is well with his classes. Getting ready for the annual Asian American history speaker. The speaker will discuss Asian gangs and the mixture with the Administration of Justice department. Turnitin.com is doing maintenance this weekend but other than that it’s working fine.

Fradkin: All is fine with his classes. He expects a few more drops after midterm. He’s assigned to the Budget Committee but doesn’t think he’s officially on the committee roster as it didn’t appear on the list. PACE conference room is used by students often and it’s noisy difficult to work. Students are having fun but the noise is distracting. Young: Will have a notice when conference room is being used to keep door closed.

Kato: Shared that it was nice to meet the adjunct faculty at the Psychology department meeting. Ms. Fridley announced she was retiring. The department is looking for more affordable book options. The majority of her students purchase their books online. She explained custom book orders and the bookstores inability to return those books to the publisher. Classes are going well. After the first test she meets with the students who didn’t do well. The students seem to be getting use to her teaching style.

David: Classes are going well. Contacted the publisher and ordered several copies of the textbook to place on reserve in the library. Students are doing well on tests and there is high retention in her classes. The Anthropology club is doing well, they had a juice fundraiser. Anthropology SLO’s are now revised. Working on the Associates degree and serving on the Curriculum committee. Old cabinetry from science will be used to display the anthropology artifacts. Just trying to find a place to keep it displayed.
King: Retention has been pretty good including the FYE program. They did a little better with testing this time around. They are worried if they drop any classes they could be dropped from the whole program. Spoke with their tutors and they will offer study groups. Accreditation committee is going well. Son found a website where there are free textbooks. E-book only teacher resources. She would like to send it out to Dr. Agopian for his review.

**Bookstore update**

Mr. Young distributed new bookstore policy from Dr. Tomlinson. Take a look and send me your ideas and will share with the bookstore committee. Fradkin: explained his book costs $280. Valley College uses the same book only customized with fewer chapters and includes the study guide for $150. Young: We must keep 10% of books in the bookstore for students using financial aid vouchers. Young: Understands the custom book dilemma. The textbook is only a resource. We need to be data driven which comes from assessment.

Dr. Reigadas explained the mission of college talks about how we need to focus on the students. We shouldn’t focus on the bookstore or personnel. Mr. Young said he supports Dr. Reigadas suggestion but there are other things we have to consider, and the law states we have to offer textbooks in the bookstore. Dr. Joiner mentioned e-books are a good option, but the majority of students purchase the textbook anyway. Dr. Reigadas responded students should be included in the bookstore taskforce on a needs assessment.

**Classroom technology:***

Young: Clicker technology is available. If anyone is interested see So Nguyen. King offered to assist Nguyen with the clickers. There is a free training webinar coming soon. We own this system and think you might find this useful. Yvette will email information regarding the training.

**ECD**

Mr. Young passed out current ECD list and found some items that were archived have been restored. Take one more look on the final ECD’s. Not a difficult system to work with. Write notes “active courses or archived courses again” if necessary. If everything is fine, please highlight fine and return. Hard copies will be given to the curriculum chair. Copies of History 14 and History 30 were distributed for anyone that would like to look at historical data we can also refer back to Oscar.