December 9, 2009

It’s hard to believe we’re in December and winding down the fall semester. With the hard work of our division faculty, the Social and Behavioral Sciences division has once again been the lead of most concurrent enrolled students, highest in WSCH, and FTE of all divisions on campus. In other words, our division does the most with the least use of resources.

A JOB WELL DONE TO EVERYONE

Below are a few housekeeping items to help keep the ship running smoothly.

- Grades must be turned in on or before the printed date; otherwise, the students line up outside our office doors to complain.
- Make sure proper justification is used for “Incomplete” grade cards.
- Do not arrange or schedule our division secretary to proctor any final exams; not only is it in violation of the Ed code, simply put; it’s not her job. Having papers and projects dropped off is fine.
- To avoid any confusion or complaints, faculty members are required to meet on their scheduled final exam day and time. Last semester we had students complain that early finals prevented them of success because the semester was shortened. Oh yes, many complaints. If one is absent, or plans to be absent on their assigned final exam scheduled day and time I strongly suggest that you notify Yvette and me of your itinerary. Please do not give your final the week before final week, tell the students they don’t have to show up on the final day, and then you call in sick on the final day.
- Syllabi: Please make sure your electronic copy is forwarded to Yvette and me. We will be posting each syllabus in our division website under your name and class section on the college site.
- SLO’s: To ensure you’re using the correct SLO’s for your assigned class, I recommend each adjunct member to contact the regular / lead faculty member in your discipline.
- Assessment: Everyone, no exceptions, must turn in their assessment results. This is critical so that each discipline can analyze the data and have it ready for discussion at our all hands division meeting in February.
- It seems that there will be no further cuts in the spring assignments. Summer I is definitely out; however, Summer II is still up in the air per VP Rosas. Will advise later.
- Your hourly assignment letters for the spring semester will be available at the holiday party on December 15th. Please see Yvette.
- Please schedule Thursday, February 4, 2009 for our division meeting. We’ll meet at 4:30 PM in NEA 187 for fifteen minutes, and then allow each discipline to meet for dialog of assessment results, analyze the data, and then make recommendations of said data and results. Remember, this is critical for our accreditation process.

Once again, I wish to thank everyone for their continued hard work this semester and for working on the important items listed above.

See you all at our holiday party on Tuesday, Dec 15th at 4:30 PM