SOCIAL & BEHAVIORAL SCIENCES DIVISION MEETING

Thursday, February 3, 2011, 1:00pm, NEA 187

**Attendance:** Brad Young, Elena Reigadas, Ellen Joiner, Janice Sandell, Son Nguyen, Jim Stanberry, Barbara Gallardo, Harv Siegel and Bill Loiterman, Gary Miller, King Carter, Michael Agopian, Yvette Parra. Adjunct faculty: Joan Thomas Spiegel, Harry Witt, Mario Valadez, Bethany Bird, Jontae Watkins, Kathleen Hitt, Christopher Chima, Donette Steele, Wendy Karnes, Michael Reid, John Scott Robertson, Timothy Hillis, Helena Botros, Veronica Holmes, Craig Patterson, Ken Poole, Ruben Vega, Thomas Chambers, Carolyn Clark, Mike Kinrade Wallace Graves, Chris Graciano, Theresa Ursic, Denise Ormes, LaTanya Pope, Dan Coffman, Mona Dallas-Reddick, Beverly Fridley.

**Introductions:** Mr. Young welcomed everyone to spring semester opening day division meeting.

**Syllabi:** Mr. Young asked everyone to send their syllabi electronically. He asked the division to please utilize the college email address and include it on their syllabus along with their voicemail box. Please include the student learning outcomes which are on our college website. Your grade scale, college policy student conduct and plagiarism should also be on your syllabi. Please use the reprographics office for copying large quantities.

**SLO’s**
Mr. Young explained the importance of assessing the SLO’s. Accreditation is tied to assessment so please adhere. He asked everyone to meet with the lead instructor of their department to discuss assessment.

**Curriculum Pathways:** Dr. Joiner explained course outline must be entered in the Electronic Course Development system by the Full-Time instructor. She encouraged everyone to have assignments on their syllabus and to be thorough. She added SLO’s need to be assessed and asked everyone to please meet with their departments to discuss the process.

**Office Hours and Safety:** Please complete the office/class schedule and post in your office window. Office hours must be on your syllabi. Please be aware of your surrounding when leaving the class in the evening. Try to walk with another instructor to the parking structure or even contact the Sheriff’s for an escort to your car if necessary. Please email an emergency contact number where we can contact someone in the event of an emergency.

**Construction update:** The new parking structure should be open after spring break. At that time the Parks and Rec’s lot will begin charging for parking. Please make extra time to park in the parking structure as there will be traffic and you need time to walk across campus. Staff spaces are on the first level of the parking structure.

**Fall Schedule:** Mr. Young explained the fall 2010 schedule will roll over to fall 2011. He explained the college may be mandated by the state to cut up to 15% of sections.
Union Information: Mona Reddick representing the faculty union asked new faculty members to complete a Guild Membership card and explain their benefits.

Meeting adjourned 3:00pm