Division Meeting
May 27, 2015; 1:00 pm
NEA-187
TENURE TRACK FACULTY

1. Open meeting with comments from staff
2. Division Goals and Objectives
   a. Student Learning Outcomes and assessment:
      i. #1 division priority
   b. Department reports:
      i. Sociology
      ii. Political Science
      iii. History
      iv. Economics
      v. Anthropology
      vi. Psychology
      vii. Administration of Justice
   c. Committee requests for 2015/2016
   d. Scheduling: changes with the printed fall semester
   e. Curriculum—ECD follow up on earlier request
   f. Enrollment Management: retention; drops & withdrawals—recap & comparison
   g. End of meeting
Social and Behavioral Sciences Tenure Track Meeting

NEA 187 1:00pm

May 27, 2015

Attendance: B. Young, Y. King, V. Chaney, L. Kato, E. Joiner, M. Valadez, M. Reid, S. David, M. Fradkin, S. Atkinson-Alston, B. Loiterman, Y. Parra

1. Open meeting
2. Division Goals and Objectives: Young: Make sure SLO assessment will be completed. We’ve had a dozen plagiarism issues. Turnitin.com found half of them and the instructors found others. Three students admitted the plagiarism and apologized. These are serious issues and could drastically affect student transcripts.
   a. Student Learning Outcomes and assessment:
   b. Department reports:
      i. Sociology - Y. King had no updates. All faculty know when the assessments are due.
      ii. Poli Sci - V. Chaney explained status quo with the survey monkey. In contact with Tim Hillis for poli sci 2 on the assessments. Has coordinated with Lucille on Poli Sci 30 on the assessment. All else is good no complaints.
      iii. History - M. Valadez: we have all SLO’s assessed at least once. Will work with Theresa Ursic on History 2 SLO’s. The goal is to have a consensus with faculty on what we will assess in the fall.
      iv. Economics – M. Fradkin explained all is good. One adjunct instructor conducted her assessment which was brief. He has asked for a more detailed report. Dr. Miller will assess during the finals week and Fradkin assessing this week. Fradkin mentioned his summer classes are full and he still has a large amount of students seeking to add. If he adds everyone it will be 90 students in Econ 001. What strategy to take? Young said to hold enrollment at the currently capped 55 students with no adds. He recommended for everyone to hold to their enrollment caps because you still need to manage and assess them. Young tracks enrollment number every semester and tally’s the wait list to determine whether additional sections are needed in future semester.
      v. Anthropology – David explained all SLOs are assessed at this point. The adjuncts in the department are continuing their assessments but they are not due till the end of the semester. She discussed revisions of SLO's with
Mona Reddick. David has assessed her classes and they are pretty strong in terms of student outcomes.

vi. AJ - Reid explained there are no issues with plagiarism. AJ courses have been assessed and he has already received results from adjuncts. The computer in the NEA 123 is running slow and Son Nguyen has assisted with updates and seems to be running better now.

S. David explained she’s had computer issues with NEA 125 as well until IT upgraded the memory last week. Y. Parra explained IT has upgraded computers in NEA 113, 119, 122 and 125 last week and everyone has reported computers are running better now. Parra will submit work requests for the remaining classrooms. Due to the issues with the college’s server gone done Young suggested everyone to back up their files on an external hard drive.

vii. Psychology - L. Kato explained there is not very many updates from the last meeting. She has the usual adjuncts who submit on time and those she has to wait for. She asked if it’s okay to use Openstax for online books. Young explained it is okay to access the free cite but there may be a contractual issue where the district endorses and authenticates the site.

Assessment: Joiner explained at the last division meeting she asked about doing a program assessment and Sasha was the only one who responded that she was interested in doing an oral presentation assessment. If we could get six our eight classes that would participate that should be enough. King explained she could participate with two classes and David could do two classes as well. Kato mentioned Reigadas and Galvan do presentations.

SLO and assessment reports: Joiner explained we need to ramp it up on how we evaluate it and how changes are being made to reflect the assessments. They want to see that we are implementing it and the fact that we have it more aligned is good. An example would be Sasha’s discussion with Mona on their deciding to change the SLO’s. You can add notation explaining what changes are made due to the SLO results. Young explained he has asked everyone to note whether changes are required or not. You cannot leave the column blank.

Reid added he’s gotten more specific to what changes have been made to the assessments and why. Young: if you leave that column blank he will ask you why it’s blank. Joiner: if you make the change then essentially next semester your results should improve. They just want to see that it’s being used.

c. Committees: let me know what committee you’d like to serve on next semester.

d. Schedule: there will be changes made to the fall schedule. King asked if she could change her scheduled to teach soc 12 in exchange for one of her soc 001 courses. Young agreed.
e. **Curriculum ECD**: if you have not went through the course outlines and verified what he asked in the last meeting please have it completed.

f. **Enrollment management**: Young distributed each disciplines enrollment and asked them to take a look at the numbers. From the beginning of the semester and as of today. For example, one class on opening day online started with 49 students and now has 37. When you look at it go through by class the current enrollment to see what they started at and see what the current numbers are. You may want to question the attrition levels if they are reduced. You can look by section number you will see the first week enrollment and today’s enrollment. The lists will show reduced sections if classes were cancelled. Look at the numbers, retention and attrition level. How many students are your department faculty retaining. Will try to run a report on drops and adds. Just wanted everyone to look at that and be aware.

**Evaluations**: Young distributed copies of everyone’s evaluations. He explained they all know their basic evaluations are agreed upon by their tenure track committee. Everyone’s done well this semester and everyone works as a team. We have 8000 students enrolled in our division. It’s through your leadership we all do well. He asked the division to maintain the team work and if they have questions to ask one another, your senior instructor or himself. They can always ask Dean Atkinson. Ask someone that’s what we are here for. We all have a good knowledge of the contract.

**Any questions?** We are at the end of the school year. Atkinson thought it is really neat to take a look at the data. This is good to discuss with your colleagues. It will allow you to see the changes and take notes so you can come up with different strategies on how to keep retention.

**Meeting end 2:52pm**