**Humanities and Social Sciences Division**

**Minutes**

April 8, 2022

12:00 pm to 2:00 pm

Location: 3-142

(Zoom, if necessary: <https://smccd.zoom.us/j/83129876968?pwd=SW9hMWcvbzNWMUs4UE9UeUZodjk1UT09&from=addon>)

Attendees: Alicia Aguirre, Natalie Alizaga, Julie Carey, David Eck, Denise Erickson, Diana Espinoza-Osuna, Salumeh Eslamieh, Alison Field, Jessica Kaven, Bob Lee, Doniella Maher, Monica Malamud, Kiran Malavade, David Meckler, Bill Morales, Gerardo Pacheco, Lisa Palmer, Danielle Pelletier, Katie Schertle, Ami Smith, Michael Stanford, Elizabeth Terzakis, Yolanda Valenzuela, Lezlee Ware

Absent: Anna Budd, Jessica Marshall, Bill Morales, Rebekah Taveau (On Leave)

Guests: Valeria Estrada, Diana Tedone, Mayra Arellano, Max Hartman

**12:00 General Announcements**

**12:05 Approval of Agenda and Minutes**

Approved.

**12:10 Standing Reports**

**Participatory Governance Committees (3 minute)**

1. Academic Committee for Equity and Success, Alison Field, coordinator (SP 2023)
2. Academic Senate, HSS rep, Katie Schertle (SP 2022)

Nominated/voted: Kiran Malavade

1. Curriculum Committee, HSS reps, Danielle Pelletier (SP 2022)

Nominated/voted: Salumeh Eslamieh

and Maureen Wiley (Fall 2022)

1. Distance Education Advisory Committee, HSS rep, Daniel Pelletier (SP 2022)

Nominated/voted: Daniel Pelletier

1. Instructional Planning Council, Jessica Kaven, Co-Chair (SP 2022)

~~Nominee:~~

1. Planning and Budget Council, HSS rep, Alicia Aguirre (SP 2023)

**Regular Division Updates**

1. AFT
2. Guided Pathways

**For Division REPORTS and UPDATES, see**

<https://docs.google.com/document/d/1d5mKJSECncn7OPeZLzRftka_anvYK3k7DNPvdR5zOz0/edit?usp=sharing>

**(Agenda Items: Information, Discussion, or Action)**

**12:40 Division Information**

ADD: David Eck, EMP, draft for feedback: [Cañada College EMP 2022-27 Draft](https://docs.google.com/document/d/1ass6_asibPBGOMruk3IF3vqpoFh8ZE3X/edit?usp=sharing&ouid=100845765393807657515&rtpof=true&sd=true)

Please add comments or send feedback to David Eck directly

* 1. Library Update, Librarians, Diana Tedone and Valeria Estrada
  2. Dual Enrollment Update, Mayra Arellano, Director of High School Transition and Dual Enrollment

**1:15 Division Discussion**

1. Full-time Faculty Workload Pilot Project (6.5, 10-14), Carranza

ADD Workload Pilot, 6.5, link to form:

<https://smccd.zoom.us/j/83129876968?pwd=SW9hMWcvbzNWMUs4UE9UeUZodjk1UT09&from=addon>

To help folks draft plans, James will email FT faculty and departments the following:

* FT and PT evaluation information for fall and spring
* Comprehensive program review
* Tenure Committees
* Spring Tenured Faculty Evaluation Committee
* James will also create a Google Doc where FT faculty can list observations and suggestions about the process. We can use these to work out details

1. Division meeting Agenda/Protocol, Carranza

Items discussed and voted on individually:

* Addition of professional development agenda requests to division meeting (share-outs)

**Faculty can request time to share-out on PD projects. Let James know.**

* Agenda announcements - 72 hours prior to meeting is standard, Brown Act.

**Agenda will be announced and distributed 72 hours prior to the meeting.**

* Outlook invites for division meeting. Would people like these sent out?

**Outlook calendar invites for division meetings will be sent out.**

* Chat guidelines/expectations - provide clear direction how chat will be used when in discussion.

**Chat is to be used primarily for sharing info or asking for clarification. During presentations we will use it sparingly and again primarily for clarification—and we will have someone monitoring it.**

* Delegate tasks for each meeting or for the semester - notetaking, chat monitor, co-host or hosts.

**Tabled, May 6**.

**1:45**  **Division Action**

1. Addition of regular division equity agenda item.

**A standing item (10 min) on equity will be added to the agenda.**

**Meeting ended 2:05**

**Reminders:**

COVID-19 test kits are available in the division office. Evening faculty please email Gloria, and she will leave them in your mailbox.

**Spring 2022 Division Meetings:**

*Division meetings are regularly scheduled for the* ***first Friday*** *of the month. Full-time faculty are to attend all meetings. Part-time faculty attendance is appreciated but not required.*

**Spring Recess, Monday, March 28 to Friday, April 1, 2022**

1. Friday, April 8 12:00-2:00, 3-142
2. Friday, May 6 12:00-2:00, 3-142