

Humanities and Social Sciences Division

Minutes

Friday, October 5, 2018

12:00 to 2:00

Location: 3-142

ATTENDEES: Joan Murphy, Gloria Pena, Danielle Pelletier, Gerardo Pacheco, Rebekah Taveau, Katie Schertle, James Carranza, John Kenny, Alison Field, Natalie Alizaga, Bob Lee, Bill Morales, David Eck, David Meckler, Lezlee Ware, Julie Carey, Mike Stanford, Lisa Palmer, Susan Gangel, David Clay, Monica Malamud, Doniella Maher, Yolanda Valenzuela, Jessica Marshall, Maureen Wiley, Anna Budd

ABSENT: Alicia Aguirre, Denise Erickson (teaching a class), Salumeh Eslamieh, Jessica Kaven, Ami Smith, Elizabeth Terzakis,

GUESTS: Karen Engel, Diana Tedone-Goldstone, Megan Antone Rodrigues, Jose Garcia, Michael Ryan, James Aganon, Guidance Gunundu

Meeting convened at **12:10pm**

General Announcements –Julie Carey announced starting on October 16th it is the kick-off of the California Community Colleges Undocumented Student Week of Action. Flyers are on the table, please encourage your students to join in the various activities concluding with a field trip on Friday, October 19th to San Francisco Mission District “Precita Eyes Center” with a tour of the Mission District Murals. It is open to all students but space is limited.

Monica shared that she will be doing a study abroad in Barcelona in fall 2019 and Jessica Marshall will be doing one in Florence in spring 2020. She would like to enlist your support in having students sign up for Barcelona since it’s a bit more difficult since there are 2 Spanish classes and it’s not as accessible. Please send potential students that might be interested to Monica. She will be doing recruitment presentations and will have promotional materials to share in the upcoming months.

Standing Updates

Participatory Governance Committees

1. Academic Committee for Equity and Success, Rebekah Taveau- Next meeting is Oct. 16th from 2:30-4:30 in 2-10 and the committee is exploring ways to support ESL, Math and English for the mandated acceleration. Also working on a video project to make the resolution that was adopted accessible to students. The next ACES speaker will be Ron Goode on Wednesday, October 17th in the Grove, with him speaking for 2 sessions, one at 9:45 and one at 11:10. Please bring your class! Jessica Marshall said that he will speak about sustainability and ecology in a different way, speaking about ecology and using cultural burning practices to cultivate desired results.
2. Academic Senate, Doniella Maher- AS wants to put forward a CTE liaison faculty member that will be involved connecting and building relationships with business partners in our area. The College currently is fostering relationships and connections with local businesses but is missing faculty input. There has been debate and discussion about course maximum policies. Not in this division but in others maximum enrollment caps were raised by just asking individual instructors. One component of the faculty survey was the desire to have administration evaluations.
3. Curriculum Committee, Julie Carey and Lezlee Ware- Julie reminded all that Oct. 25th is the deadline for any changes/additions for fall 2019. Katie Schertle announced that the Curriculum Institute is coming to the Bay Area in Burlingame on July 10-13th. She said it is a wonderful opportunity to learn all things curriculum so if you are interested she highly

- recommends going. The Office of Instruction will be paying for a number of faculty to attend. It is a valuable experience and training.
4. Distance Education Advisory Committee, Lezlee Ware- "Net Tutor" a service for students is available for students who are taking online classes. It is available to all through Canvas. So far they have found that it works well for English and Math. Other social sciences courses such as Anthropology has been more problematic and not as straight forward and assessable. The DEAC committee is looking for faculty that will suggest this service to students. Lisa Palmer asked if faculty can test and demo it as a "student" to test it. There is also online proctoring through "Proctorio". The District DEAC committee is coming together to make it more productive than it has been in the past. Exams taken at home can be proctored. Meetings are on the first Thursday of the month from 2:30-3:30 in 3-142. Please attend! Doniella asked has there been any discussion of "Net Tutor" as it relates to multiple measures. To adapt "Net Tutor" to support students needing extra support. Need feedback on "Net Tutor" access and if it's working.
 5. Instructional Planning Committee, Katie Schertle- Went over the timeline and calendar that has been moved to fall for program/peer review. By November 1st Program Review needs to be completed and on Friday, November 16th there will be peer review form 8:30-12:30. At a minimum they are asking all administrators and coordinators to be there but it is a much more meaningful process if faculty attend.
 6. Planning and Budget Committee, David Meckler-Going over the same timeline as IPC shared. Kathy Blackwood presented the District budget and said they are planning for a recession in 2019.

Division Updates

1. Guided Pathways, Denise Erickson and Maureen Wiley- The Guided Pathways Steering Committee meetings are set and the sub committees of Meta majors. They are planning on doing a "road show" presenting first to the Curriculum Committee and to the Science & Technology Division and the Business, Workforce and Design Division as well as other shared governance committees. Getting the word out and inviting people to participate and consider getting involved. They will be working on creating clear pathways so students can understand and move through our system in an efficient and timely manner.
2. AFT, Doniella Maher- Continuing to have faculty workload discussions. The taskforce is trying to figure out how to quantify what constitutes reasonable workload. They will then make recommendations to the negotiating team which is already looking at the next contract negotiations. Will keep you updated. Also a discussion of how the AFT endorsement process should be going forward. Please join in on the conversation about this.

Information and Discussion

1. Dr. Karen Engel, Dean, Program, Research, and Institutional Effectiveness (PRIE)- Presented what she is working on in her office in regards to the Program Review Cycle and TracDat Program Review "Annual Updates" and "Objectives". If you have any inquiry or data requests, please go to the PRIE page and complete a request form and you will be in the queue for the work to be done by her office. The October 10th Flex day will have an accreditation session with the first collaboration review.
2. Zero Textbook Costs (ZTC), Diana Tedone, Librarian, Academic Senate Vice President- Diana gave a presentation on the Zero Textbook statewide legislation SB-1359 and went over the guidelines as what constitutes a class that can be tagged as a zero textbook class. It will have an icon (entered by CRN and class by Division Assistants). Passed out a handout. A discussion ensued about requiring textbooks vs. zero textbooks. One of the concerns will notating a class not needing students to buy textbooks and another section requiring textbooks how will that affect enrollment?

3. Megan Antone-Rodriguez, Director, Community Relations and Marketing-Gave a presentation about what Marketing and Outreach is currently doing on our website and out in the community. If you need any assistance, please complete the marketing request form and you will get assistance for your marketing needs. Michael Ryan our Webmaster has made our website mobile friendly! The President's Luncheon is coming up on Tuesday, October 23rd and will be the first inaugural to fundraise for student scholarships. This first one will benefit our Promise Program.

Adjourned at 1:55pm

Reminders:

1. Evaluations: Classroom Observations should be completed by Nov 2.
2. Book orders for spring 2019, Due 1st week of November.

Next Division Meetings:

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

1. Friday, November 2, 12:00 to 2:00
2. Friday, December 7, 12:00 to 2:00