

Social Science and Business Division

Dr. Patty Robinson, Dean

Agenda



September 18, 2012

Chairs' Meeting, 3:00-4:00 p.m.

Division Meeting, 4:00-5:30 p.m.

Bonelli-330

I. Introduction

- Thank You!

II. Committee Reports

- Academic Senate
- Curriculum Committee
- Educational Technology Committee
- Technology Committee
- Other Committees (e.g., Scholarly Presentation, Community and Continuing Education, Academic Staffing, Field Studies, COC Honors, Basic Skills, Professional Development, etc.)

III. Guest(s)

- None
 - Work-Related Meeting Regarding Curriculum Updates, SLOs, and ISLOs—Closing the Loop, as Well as Relating SLOs to Curriculum Content and Course Revisions. (Nicole will led the discussion.)

IV. Discussion Items

- Volunteers Needed to Assist with Adjunct Evaluations—Anthropology

Lisa needs help with ANTHRO evaluations. If you can assist, please let her know.

- Use of Term "Unsafe"

When submitting Work Orders to Facilities, use language that specifically describes the situation. The term "unsafe" is important; however, it does not state the specific problem. Provide greater detail to assist in the repair.

- Housekeeping Reminders for VAL and CCC:
 - Class Roster Clean-up—Run Rosters Often, Check Names, and Drop No-Shows
 - Lock Doors, Don't Move Furniture, Don't Leave Confidential Items in Unlocked Cabinets, and Don't Leave Classes Unattended

General housekeeping reminders—help keep rooms clean, as well secure. Also, drop "no-shows"—important for census.

- AA-T Degrees for SSB—Need to Consider Political Science, History and Anthropology

AA-T Degrees are moving forward, and departments in SSB are popular. At this time, we are moving on to the disciplines of POLSCI, HIST, and ANTHRO.

- CCC and Role of SSB for Next Year

SSB plays a major role at CCC with regard to class offering and FTES. When we plan, consider how our departments can play an even larger role at CCC, especially regarding classes, labs, and activities.

- Budget—SSB Fund #12

SSB Fund #12 money still exists. Let me know if you would like to order supplies or media material for your areas.

- FYI—Student Activity Transcripts

Please remind students that if they are involved with clubs or other kinds of extra curricular activities, they can receive notation of their work on their Student Activity Transcripts. This information does not automatically appear. They must have advisors/instructors sign-off on the form. Forms are available from the Student Development Office.

- **Strategic Plan—Revisions Made and Final Version Moving Forward**

Update...

- **New Adjunct Evaluation Form (Requires Chair's Signature)**
 - **Connect With Adjuncts Soon After Evaluation**

Please note that the new adjunct evaluation form now formally requires the department chairs' signature. I know chairs have been reviewing evaluations; however, this new signature line formalizes the process.

- **SSB Website**

Moving forward...send any available information to Victor or Alan.

IV. Announcements

- **COCFA Update**
- **Congrats—Foundation Mini-Grants ("EveryBODY Fashion Show and Body Mind Wellness," "Speech Team—State Tournament," "Speech Team—National Tournament," "Honors Leadership Workshop," and "Gerontology Boot Camp."**
- **New LTLC Room Reservation Contact is Sharon Johnston**
- **COC Civil Rights Clinic and Sustainability Center Now Open**
- **FYI—"A" Building Remodel Will Use Upper Staff Lot #1—Parking Crunch Expected in January**
- **Sociology Lecture Series (Begins Sept. 20th)**
- **Department Chairs' Retreat (Sept. 21st at CCC)**
- **History Lecture Series (Begins Oct. 4th)**
- **Domestic Violence Awareness Week (Begins Oct. 10th)**
- **College 2 Career (Oct. 13th)**
- **Curriculum Revisions in Stage 7 of CurricuNET by November 2nd**
- **All Adjunct and Fulltime Evaluations Due to Patty by November 26th**
- **Pick-Up New Whiteboard Cleaning Wipes**

**Next Meeting:
October 16th**

SSB

Chairs' Meeting

September 18, 2012

Chairs' Meeting, 3:00-4:00 p.m.

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I. Introduction

II. Discussion Items

- **Collect Syllabi**
- **Book Order Problems**
- **SLOs and ISLOs—American Institutions and Social Science**
- **Repeatability Issue**
- **CCC and SSB—More 8-Week Classes**
- **Use of Subs for Classes**
- **New Adjunct Evaluation Form (Requires Chair's Signature)**
- **Fund #12 (Think About What You Need)**
- **Accreditation Practices? Edel's Email**

III. Open Forum

IV. Announcements