

**Division of Behavioral and Social Sciences  
Sociology Department Meeting  
October 18, 2011**

**MINUTES**

**Present:** S. Allen, E. Cannon, M. Din, S. Dowden

**Meeting began at:** 1:05 p.m.

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**Update on Winter, Spring, Summer Scheduling**

Reductions in course offerings due to the budget crisis have impacted all division programs. There will be no Sociology classes offered in winter but spring and summer offerings will tentatively remain the same as last year.

**SLOs**

The only Sociology course in need of assessment is Sociology 109 and is assigned to R. Mascolo.

**Plan Builder**

G. Miranda distributed the 2011-12 plan builder to the department for their review and revision for 2012-13. The dean would like the updates completed by mid-November at the latest.

**Program Review**

The department is scheduled to begin program review in the spring 2012 semester. S. Allen will oversee the self-study. Her name will be forwarded to C. Lee who will schedule an orientation and training session.

**Course Syllabus/Template**

G. Miranda discussed her concerns about the quality of syllabi particularly among part-time faculty. She inquired if faculty in the department would be agreeable to developing a standardized template. S. Allen pointed out that she had sent out information to part-timers sometime ago that directed them on what should be included in Sociology course syllabi. G. Miranda stated that she wanted to see essential components included in syllabi but that course assignments, readings, remained the individual choice of faculty. S. Allen will follow-up with her old memo.

This led to a discussion on a need to have an orientation for new hires. The dean explained that each faculty member hired was given the necessary information including the course outline of record by the division staff. In the past, group orientations were held but the turnout was so low that they were discontinued.

**Distance Education Survey Results**

G. Miranda shared the results of the spring 2011 semester online results produced by Institutional Research. S. Dowden teaches online and pointed out some factors that impact success and retention rates.

### **Department Activities: Sociology Club, Social Issues Forum**

S. Allen announced that the Sociology Club is hosting a fundraiser for KIVA. Stacey complimented the club for their endeavors and commitment.

S. Dowden stated that the book club concept for the Social Issues Forum will be dropped. New ideas and suggestions are welcomed.

S. Allen wanted to recognize Yamonte Cooper who helped to organize the Majors Fair. The Sociology Club participated and supported the faculty when they were in class.

### **Conference Attendance**

G. Miranda reminded faculty to submit conference attendance requests if they were planning to attend a professional conference. The department traditionally attends the Pacific Sociological Association annual meeting which will be held in the spring semester.

### **Curriculum**

S. Dowden asked if the transfer model curriculum for Sociology had been submitted to the CCC.

Q. Chapman has the proposal but is awaiting finalization of the Psychology proposal. It will be reviewed by the CCC this semester.

### **ARTB Bathroom**

The department asked what will be done with the women's lounge adjacent to the women's bathroom on the third floor of ARTB. The faculty expressed dismay that the lounge had been locked off and was so small that it could no longer be used as in the past when a cot and chair/table furnished the room. Could it be used as storage space? The dean will follow-up.

**Meeting adjourned at:** 1:55 p.m.

cc: T. Fallo  
F. Arce (electronic version)  
Sociology Department Faculty/Compton Center Faculty  
Compton Center: C. Lyles, S. Dever  
Division Counselor: Y. Cooper