

## Political Science Department Meeting

### MINUTES

Tuesday, March 13, 2018 – 1:00-2:00pm

**In Attendance:** Josh Casper, Chris Gold, P. Flor, Laurie Houske, Cheryl Kroll, Eduardo Munoz, David Reed, and Karl Striepe.

#### I. Fall Enrollment Statistics

- We reviewed the fall enrollment statistics. Enrollments are very strong for POLI 1.

#### 2. Future Scheduling and Distance Education

- The number of sections and how they are scheduled are very consistent.
- We discussed faculty concerns about online education and decided that we could grow online, but would do so slowly and would be careful to keep an eye on the quality of courses and the success and retention.
- The faculty may wish to develop another class in the online format – possibly POLI 3.
- Currently we are scheduling a couple sections in the 8-week format. Online Political Science instructors feel that students are more successful in the shorter session. We will continue to schedule the 8-week format.
- POLI 2 and 10 are alternated. 2 in fall and 10 in spring. In the past, we tried a 2 in the summer but it wasn't very successful. There may have been extenuating circumstances, so we could try it again.
- Cheryl Kroll noted that CSU and UC students enroll in the summer online sections.

#### 3. Curriculum

- There are no curriculum up-dates due.

#### 4. Program Review Recommendations Update

- We reviewed the program review recommendations from the 2016 Political Science program review and discussed the following:
  - One full-time faculty member was hired.
  - The 8-week online sessions are working well. The students stay focused. We should continue with this.
  - In spring we should work to make students aware of the Political Science major.
  - Adjuncts are participating in the SLO assessments.
  - The Political Science club is very active. Eighty students signed up, and 40 students attended the last meeting. We should print up a flier and share it with other faculty.
  - Supplemental instruction is attached to some classes.
  - The recent debate between Republican gubernatorial candidates held in the Marsee auditorium was well attended, although the mainstream candidate dropped out. There were three arrests.
  - We would like to find out about how to request books through the library. It would be a good idea to put introductory texts on reserve. We need to find out how to recommend books for purchase.

#### 5. SLOs/PLOs

- PLO #1 Contemporary Issues is due this semester. Laurie will look into it and get started with it.
- The SLO for POLI 6 is due. SLO #1 Judicial Tests. Laurie will work on it.
- The SLO for POLI 7 is due. SLO #1 Greek Philosophers. David will work on it.

#### 6. Adjunct Evaluations

- We have been evaluating adjuncts during each of their first three semesters. This is a time consuming process, especially for the small departments with only 2 or 3 full time faculty members. The contract states:
  - “Part-Time Faculty Members shall be evaluated during the first semester of employment and at least once during the next three (3) semesters of employment. Thereafter, the Part-Time Faculty Member will be evaluated at least once every three (3) years providing that a break of service of over one (1) year does not occur.”
- POLI faculty agreed that we would begin evaluating according to the contract schedule. However, if we are cutting back on evaluations, we need to be more thorough and careful in those evaluations. A needs improvement on any portion of an adjunct faculty member’s evaluation will trigger another evaluation the next semester.

#### 7. Department Activities

- The Political Science Club is active, as we previously discussed.
- Karl Striepe will work with the faculty to consider a possible event around the Mexican election.
- The League of Women Voters is showing a film and hosting an event for candidates at the Torrance Civic Center.

#### 8. Supply/Equipment Needs

- None

#### 9. Counselor’s Report – Cheryl Kroll

- On March 20 and April 18 an options for transfer workshop for new students will explain the different university systems and how to get ready for transfer. Cheryl will send flyers.
- A university fair on March 22, 10am-1:00pm on the library lawn will include private, public, and out-of-state universities.
- Please make sure that students understand that graduation petition filing workshops are intended for students who are ready to file. They are not informational sessions.

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