

**Division of Behavioral and Social Sciences  
Political Science Department Meeting  
September 29, 2016**

**Minutes**

**Present:** E. Antoine, J. Balemi, A. Cranon-Charles, L. Houske, B. Mims, E. Munoz, K. Striepe, L. Widman  
**Meeting began at:** 1:00 p.m.

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**Enrollment Management/Updates/Scheduling**

G. Miranda reviewed the department's enrollments for this semester noting that at first census the fill-rates were excellent for both on campus and online classes. The lower fill rates were in Friday only classes (POLI 1 and 5) where there has been drop-off in student attendance in recent weeks. A general discussion ensued on enrollment patterns.

Winter and spring schedules have been finalized with plans to offer two sections of Political Science 1 as online offerings during the winter session.

**Curriculum**

The department's curriculum is up to date with only Political Science 5 up for course review. The honors version of Political science 1 has been approved by the CCC.

A potential new course proposal on women in politics was discussed. A number of faculty felt the course could also be considered for the proposed Women, Gender and Sexualities major. A. Cranon-Charles indicated she has taught the course at Los Angeles Southwest College and will share a copy of the course outline for future consideration.

**Annual Program Plan**

G. Miranda informed the department that their annual program plans need to be in TracDat by November 15<sup>th</sup>. The recommendations in the program review will be incorporated into the annual plan for 2017-2018. The dean also stated that 2015-2016 needs to be archived. Training is planned this semester for faculty to complete this assignment.

**Program Review Update**

G. Miranda acknowledged the work of L. Houske and E. Munoz on the department's 2016 program review. Laurie used "successful completion" rates which excluded withdrawals from the percentage total. The dean had made only minor suggestions to the draft which will be reviewed by the Academic Senate committee on December 1, 2016.

**SLO Assessments**

E. Munoz reported that Political Science 2 (Houske), 3 (Striepe), and 7 (Striepe) are to be assessed this semester. No PLOs are scheduled this semester. Eduardo also stated that all spring 2016 reports were completed and that follow-up actions will be discussed soon. His leadership as both division facilitator and department lead on the SLO process was recognized.

**FT Position Replacement Request/Additional Adjunct Needs**

With L. Widman's retirement at the end of the fall semester, the dean is preparing a full-time position request and indicated that she is optimistic that Lance will be replaced since the department's FT/PT

ratio would fall below fifty percent for FT should the position not be replaced. Given the department's successful enrollment trends and the importance of Political Science 1 in fulfilling the American Institutions and Ideals graduation requirement, the request is essential for program integrity.

The department will need to enhance its existing pool in the event additional adjuncts are needed to staff some classes.

### **Success and Retention Data**

G. Miranda reviewed department success and retention data for fall 2015 and spring 2016 noting that the percentages were fairly consistent in both terms. She suggested faculty review their individual success and retention data which is available on the Institutional Research web page.

A discussion on the standard used for calculating success was discussed since the college includes withdrawals in this category.

### **Upcoming Department Activities**

L. Widman reported that the department is hosting the League of Women Voters presentation on ballot propositions on October 25, 2016. The League will discuss the pros and cons of several key state ballot propositions.

L. Houske stated that the Political Science club is planning to meet soon and will be electing officials. She anticipates a successful semester for the club. On the agenda may be a "Careers in Political Science" workshop.

B. Mims stated that the Career Center is hosting a "Careers in Government" workshop on November 9<sup>th</sup>.

### **Department Committee Service**

The dean reviewed and acknowledged committee service by the department faculty which includes division as well as campus work: E. Antoine (Division Council), L. Houske (College and Division Curriculum Committees), E. Munoz (SLO Division Facilitator), K. Striepe (Adjunct Academic Senator), and L. Widman (VP of Finance for the Academic Senate, PBC).

### **New Counselor for Division**

B. Mims reported that Behavioral and Social Sciences will have an additional counselor, Rosie Miranda. Both Brian and Cheryl Kroll will continue to serve as division counselors.

### **Possibility of Non-Credit Course**

E. Antoine inquired if a non-credit course on citizenship might be considered by the college. Ellen noted that Santa Monica College offers one.

**Meeting adjourned at:** 1:50 p.m.

cc: D. Maloney  
J. Shankweiler (electronic copy)  
Political Science Department Faculty/Compton Center Political Science Faculty  
CEC: R. Murray  
Division Counselors: C. Kroll, B. Mims, R. Miranda