



BSS Division Council

Thursday, April 18, 2024

Attendance

Members:

Dean: Christina Gold

Classified Staff: Beverly Knapp

Anthropology: Angela Mannen

Art History: Ali Ahmadpour

Childhood Educ: Michelle Moen

Communication Studies: Mark Crossman

Economics: Tanja Carter

Ethnic Studies: Xocoyotzin Herrera

History: Jamahl Melton

Human Dev't: Kristie Daniel Di-Gregorio (Excused)

Philosophy: Felipe Leon

Political Science: David Reed

Psychology: Michael Wynne

Sociology: Stacey Allen

Guests:

Associate Dean: Irena Zugic

ASO: Linus Yeh

ASO: Tala Ashkar

Counseling: Cheryl Kroll

BSS Division Council

Reports and Announcements

- Counselor's Report
- ASO
- Curriculum

Business and Reminders

- Evaluations
- Reminder – Fall 3 days per week
- Academic Awards Planning – Comprehensive Integrated Plan and Annual Planning
- Ranking Annual Plan Funding Requests

Counseling Updates for Department Meetings: Spring 2024

Transfer Center Events:

<https://www.elcamino.edu/academics/transfer-center/events-and-workshops/index.aspx>.

The Transfer Center is hosting a number of in person visits this semester, including USC on Tuesdays from 1-3 until the end of April. These are held on the first floor of the Student Services Center. A full list of university visits can be found on the TC website, including those with virtual options.

For UCLA bound students, the Transfer Center is hosting its annual tour/STOMP Transfer Conference on Friday, April 19th. Students can sign up in the Transfer Center with a \$5 refundable deposit.

Career Center Events

www.elcamino.edu/support/careers

- Blueprint Job Fair for Youth and Young Adults - April 25th from 10-2 in the Student Services Plaza (but our students can come too!)
- "Let's Write Your Resume Workshop" on the following dates: 4/23; 4/24; 5/20 and 5/30 in Comms 207. Students sign up on the Career Center's website.
- "Undecided Majors Workshops" on the following dates: 4/18; 4/22; 5/6; and 5/9. Students sign up on the Career Center's website.

Scheduling Counseling Appointments:

Please encourage students to book NOW for summer/fall planning. Students are able to book appointments via this link:

<https://www.elcamino.edu/support/counseling/appointments.aspx>.

Meta Major Drop Ins (Counseling Division): **Tuesdays from 12-1 for BSS, HCW, STEM, Creative Arts, and LCJ**; Tuesdays from 1-2 for Business; Tuesdays from 2-3 for ITEC; and Wednesdays from 4-5 for HCW and STEM again.

Meta Major Outreach for Spring 2024

- *Our BSS meta major newsletter (please share with your students on Canvas)*
- *Chat With a Counselor on April 23rd and May 7th (BSSB indoor Promenade)*
- *A virtual social work program Transfer University Panel on 4/25*
- *A BSS meta major transfer university panel in Fall 2024*
- *Continued work on our social media pages and outreach to African American Students*

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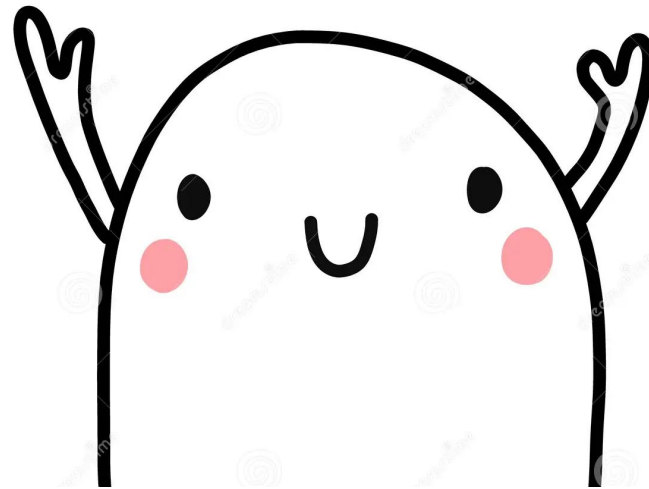
FACULTY EVALUATIONS – SPRING 2024

Instructions and Timeline

EVALUATOR INSTRUCTIONS	TIMELINE	EVALUATEE INSTRUCTIONS
<ul style="list-style-type: none"> If the evaluator is teaching in a variety of modalities, use your professional judgment to select one modality to observe (either online, on campus, or hybrid – you may only pick one modality) <u> </u>. For on-campus evaluations, contact the evaluator and schedule at least 30 minutes for an observation. For online observations, you will have access to the evaluator's Canvas class(es) during the observation time frames listed in the column to the right. You may choose to contact the evaluator to schedule a Canvas site tour anytime before the due date for all observations. As per the contract, enter your observation report information into the peer evaluation form in Trakstar Perform before you review the student survey results. 	<p style="text-align: center;"><u>OBSERVATIONS</u></p> <p>Canvas access will be granted for observation of online and hybrid classes during these time frames: 16-week classes: March 25-April 6 1st 8-week classes: March 11-16 2nd 8-week classes: May 13-18</p> <p style="text-align: center;">All observations must be completed by 16-week classes: April 26 1st 8-week classes – April 5 2nd 8-week classes – May 23</p>	<ul style="list-style-type: none"> The evaluator will contact you to schedule the observation(s) if you are teaching in person. Please consult the contract for situations where an unannounced visit may occur. If you are being evaluated online, the evaluator(s) may request you give them a tour through your Canvas site, and they will have access to your Canvas site(s) during the time frames listed in the column to the left. The Dean will conduct observations for probationary, full-time temporary, and some other faculty in certain situations. As per the contract, evaluators may only evaluate you in one modality (either on campus or online).
<ul style="list-style-type: none"> Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas. If survey results are not received by the dates listed here, please proceed with the evaluation process without them. If the evaluation results are not received by the evaluator by the due date, the evaluator does not need to include them in the self-evaluation. This should be noted in the self-evaluation and the conference report. You may not assign an Unsatisfactory or Needs Improvement based solely on student survey results. 	<p style="text-align: center;"><u>STUDENT SURVEYS</u></p> <p style="text-align: center;"><u>Administered:</u> 16-week classes: Mar. 25-April 6 1st 8-week classes – Mar. 11-16 2nd 8-week classes – May 13-18</p> <p style="text-align: center;"><u>Results:</u> 16 & 1st 8-week classes – May 3 2nd 8-week classes – asap</p>	<ul style="list-style-type: none"> Student surveys for all modalities (on campus, hybrid and online) will be administered online through Canvas. Automatic messages in Canvas will remind students to complete the survey. If student survey results are not received by you by the due date, please proceed with completing the self-evaluation and note that you have not received your survey results. An evaluator may not assign you an Unsatisfactory or Needs Improvement based solely on student survey results.

<ul style="list-style-type: none"> One week before the conference, the <u>evaluatee</u> should email you the self-evaluation, syllabus and up to four instructional materials you may have requested or they may choose to share. If you do not receive the email, please reach out to the <u>evaluatee</u> and remind them to send it. 	<p style="text-align: center;"><u>SELF-EVALUATION</u></p> <p style="text-align: center;">16 & 1st 8-week classes – May 10 2nd 8-week classes- May 24</p>	<ul style="list-style-type: none"> Complete and submit the self-evaluation in <u>Trakstar Perform</u> by the due dates listed in column to the left. Once you submit your self-evaluation, you will no longer be able to edit it.
<ul style="list-style-type: none"> Schedule the evaluation conference at a time convenient to you and the <u>evaluatee</u> [the Dean will schedule conferences for probationary faculty, including a pre-conference meeting with just the evaluator(s)]. Evaluation conferences are not required for part-time faculty if they earn a satisfactory, however either the evaluator or the <u>evaluatee</u> may request it and it is good practice. A conference is required for part-time faculty who earn a needs improvement or unsatisfactory. Review the <u>evaluatees'</u> materials in preparation for the conference, including the self-evaluation report, student survey results, syllabus, and any other instructional materials the <u>evaluatee</u> may have chosen to share or you may have requested. At the conference, discuss all the materials listed above in addition to the SLOs. If the <u>evaluatee</u> earned an overall Needs Improvement or Unsatisfactory, carefully read and abide by the relevant portions of the contract (Article 20) and promptly consult with the Dean prior to your evaluation conference. At the conference please explain that the conference was conducted in accordance with Article 20 of the faculty contract. Please put this in the conference notes (Article 20 sections 1h2 and 2e6.1) 	<p style="text-align: center;"><u>EVALUATION</u> <u>CONFERENCE</u></p> <p style="text-align: center;"><u>Tenured/Probationary/ FT</u> <u>Temporary Faculty:</u></p> <p style="text-align: center;">16 & 1st 8-week classes – May 24 2nd 8-week classes – May 31</p>	<ul style="list-style-type: none"> In preparation for the conference, email the following to your evaluator at least one week before the conference: self-evaluation, syllabus, and up to four samples of course materials (sample materials are only included if your evaluator requests them or if you choose to submit them). Your evaluator or the Dean will contact you to schedule the conference. The conference includes discussion of the student surveys, peer evaluation, self-evaluation, SLOs, and any other required or voluntarily submitted materials.

happy you
are here



Fall Scheduling and Three Days on Campus

Planning

Comprehensive Integrated Plan – first draft of program description and goals has been submitted. First round of revisions need to make the goals broader, 10 year goals. Many of them read like annual goals. Want Dean to do first round edits and send out?

Annual Plan – Program Leads – Thank you!

- ANTH – Angela Mannen
- AHIS – Karen Whitney
- CDEV – Cynthia Cervantes
- COMS – Mark Crossman
- ECON – Tanja Carter
- ESTU – Xocoyotzin Herrera
- HIST – Orion Teal/John Baranski
- HDEV – Kristie Daniel-DiGregorio
- PHIL – Felipe Leon
- POLI – Laurie Houske
- PSYC – Angela Simon
- SOCI – Stacey Allen

Annual Plan Ranking Requests

Childhood Education

- Practicum Live Scans - \$8,000
- Mentor Teacher Funding - \$25,000
- Child Development Lab School - \$4,000,000

Art History

- Learning Facilitator/Instructional Mentorship - \$15,000
- Three Smartboards - \$10,000

Anthropology

- Museum Clerk - \$50,000
- Storage Cabinets - \$13,500
- Signage - \$5,000
- Faculty Special Assignment for Museum - \$22,003
- (removed software and museum equipment)

Academic Awards

Academic Awards

Votes are due tomorrow to Ana Celis. Some departments did not have applicants.

Presidential Awards

Votes are due next Friday to Cecelia Mataalii.

*Academic
Awards*