



# BSS Division Council

Thursday, February 29, 2024



# BSS Division Council Attendance

**MINUTES:** The minutes are in red text in boxes within the PowerPoint.

## **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: Isaac Alpert
- Counseling: Cheryl Kroll

# BSS Division Council Agenda

**MINUTES:** The Curriculum Committee is meeting with campus curriculum leadership today for training. DE Addendums are required for hyflex instruction. Faculty who are interested in teaching in the hyflex modality should talk to the curriculum lead in their program regarding creating a hyflex DE addendum for the course they would like to teach in hyflex.

## Business, Announcements, and Reminders

- Curriculum (training and DE Addendums)
- Evaluations (contractual updates)
- Comprehensive Integrated Plan and Program Annual Planning (2024-25)
- Comprehensive Integrated Plan
- Fall Schedule and Three Days on Campus in Fall
- Part-time Faculty member on the committee? Vote?
- Procedure for moving between offices

## Reports

- Counselling – Cheryl Kroll
- ASO – Linus Yeh and DCM Alpert

# Evaluations – Contractual Updates

**MINUTES:** The Dean reviewed the following contractual updates to the evaluation process. Faculty have been notified via email if they are being evaluated or are conducting an evaluation.

- Evaluation emails were sent last Friday, February 23 to all the people being evaluated or evaluating someone.
- Please follow the calendar closely so that you can work together with colleagues to complete the process in time.
- Some of the important updates to the evaluation process in the new contract.
  - Faculty must be alerted about whether they are being evaluated by Friday of the week 2.
  - Probationary faculty may reject panel members.
  - Evaluations may be in the classroom or online, but not both.
  - Evaluatees may request a continuance during a conference (up to 7 days). Usually this is to request a Federation rep be at the meeting.
  - Every three years from the last evaluation for tenured faculty.
  - Tenured faculty can request a postponement to the next semester due to hardship.
  - Can only consider period of service since the last evaluation and the last evaluation.
  - Peer evaluator has 10 days to decline participation for cause.

# Program Annual Planning 2024-25 and Comprehensive Integrated Plan

## **Program Annual Planning**

- Annual Planning items for 2024-25 will likely have the deadline of April 16<sup>th</sup>. We should be given instructions in late March.

## **Comprehensive Integrated Plan**

- Program descriptions will be shared with departments on Monday for review next week.



## Fall Scheduling and Three Days on Campus

- Contract requires full-time faculty to be on campus three days a week.
- “Each Instructor shall have office or otherwise scheduled on campus hours of a minimum of two (2) hours per day, three (3) days per week, Monday through Friday.” Article 8, section 2.

# Add Part-time Faculty Member to Division Council

**MINUTES:** The committee voted unanimously to add a part-time faculty position to Division Council. Nominations and an election will be held at the end of the Spring semester to begin membership in Fall. Due to possible conflicts of interest, the part-time position will not have an official vote on the ranking of positions in the full-time position identification process but will collaborate with the full-time member representing the same program on the ranking. The member will be given the part-time email address list so they can report back to their colleagues.

## Why?

- To add the important perspective of part-time faculty who teach about half of the classes in our division.
- Part-time faculty often work on several campuses and can provide important perspective on how we do things, and great ideas for how we can improve.

## How?

- Ask for nominations/volunteers and hold an online vote amongst part-time faculty.
- Voting member – Yes, will collaborate with FT faculty in their program on FPID

## When?

- Begin Fall
- Two year term

# Procedure for Moving Between Offices

**MINUTES:** With upcoming retirements, office space will become available. The division needs a plan for how to fairly allocate those spaces. Division Council voted unanimously to use the procedure described below.

**Premise:** All offices are shared according to campus standard.

## **A Person Moves out of an Office:**

- The person remaining in the office may invite someone to join them.
- If the person chooses not to invite someone, the Dean will work collaboratively to find another office mate or another function for the space.

## **Two people move out of an office, leaving it entirely vacant:**

- Starting with the senior faculty member and going down the seniority list, faculty members by seniority will be given the option to move into the office with an office mate of their choice.

## **We have an uneven number of FT faculty:**

- If the space continues to be designated as a faculty office, it will be offered to the senior faculty member and then down the seniority list.



## 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 CSULB on 4/4 from 11-1 and 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.

Students can also attend the **Spring University Fair on Thursday, March 21<sup>st</sup> from 10-2** on the library lawn.

### Scheduling Counseling Appointments:

Now that the first two weeks of the semester have passed, students may book appointments and/or participate in Meta Major Drop Ins.

**Please encourage students to begin their winter/spring planning in March.** Students are able to book appointments via this link:

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

The Counseling Division will host **meta major drop ins** for quick questions on the following days and times - **Tuesdays from 12-1 for BSS, HCW, STEM, Creative Arts, and Languages, Composition and Journalism;** 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 first BSS Meta Major Newsletter has been completed and has been emailed to you. We will publish this newsletter each semester. Please feel free to share it with your students on your Canvas webpage. Other planned events include Chat With a Counselor on March 12<sup>th</sup>, April 23<sup>rd</sup> and May 7<sup>th</sup> from 9:30-11 a.m.; a social work panel on 3/12 from 12-2 in DE 166; a follow up social work university transfer panel on 4/25; a transfer university panel for BSS majors (either in May or in early fall); and continued work on our developing social media page and on our outreach to African American students without an education plan.*

### Other Special Events

**Blueprint Job Fair** - Thursday, April 25<sup>th</sup> - Student Services Plaza from 10-2

**Undecided Majors Workshop** - February 29<sup>th</sup> at 2:30 pm in the Career Center

Thank you!

# BSS Division Council Agenda

**MINUTES:** The Anthropology Club has been reactivated. There will be a presentation by Anthropology Faculty on fieldwork to be held in the Museum. Communication Studies will be hosting a speaker's event, and Xocoyotzin offered to visit classes to promote summer Study Abroad in Madrid.

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