



BSS Division Council

Thursday, March 21, 2024

BSS Division Council

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: Tala Ashkar
- ☑ Counseling: Cheryl Kroll

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Reports and Announcements

- Counselor's Report
- ASO
- Curriculum

Business and Reminders

- Evaluations
- Reminder – Fall 3 days per week
- Teaching Academy for Continuous Learning
- Planning – Comprehensive Integrated Plan and Annual Planning

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 21st from 10-2** on the library lawn.

For UCSB bound students, the Transfer Center is hosting a campus tour on Saturday, April 13th. Students sign up in the Transfer Center w/ 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!)

The Career Center is also hosting a "What Can I Do With a Major in Psychology?" workshop on Tuesday, April 16th from 1:30-3 pm in SSB 200. Please invite your psychology majors to attend.

Scheduling Counseling Appointments:

Students may book appointments and/or participate in Meta Major Drop Ins. **Please encourage students to begin their winter/spring planning in March or early April, including on Spring Break.** 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 & 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 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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MINUTES:

ASO – The General Assembly traveled to San Jose for the meeting of the state-level ASO. Students are preparing for elections of next year's leadership. Students like the furniture in the new BSSC building. They are glad the floor to ceiling windows in the hallway classrooms have been frosted. Second floor classrooms and some first-floor classrooms still need clocks. The Dean was surprised and will get right on it!

Curriculum. Irena reported that Kristie Daniel-DiGregorio is stepping down as the DCC Chair and Josh Casper has been nominated to replace her. The committee will be holding the official election at its next meeting. New courses include Asian, Pacific Islander, and Desi American Studies; Service Learning for Social Problems; Islamic Art and Visual Culture; Introduction to Inductive Logic and Probability Theory; and Honors Language and Culture. The committee conducted a successful training with campus curriculum leadership. Their training was recorded – contact Roberto Garcia if you would like to view it. Course reviews are occurring in CDEV, COMS, HDEV and PHIL. A Distance Education Addendum is required to formally offer a class in Hyflex. Taka is working on an Asian American Studies AAT.

FACULTY EVALUATIONS – SPRING 2024

Instructions and Timeline

EVALUATOR INSTRUCTIONS	TIMELINE	EVALUATEE INSTRUCTIONS
<ul style="list-style-type: none"> If the evaluatee 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)___ 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 evaluatee's Canvas class(es) during the observation time frames listed in the column to the right. You may choose to contact the evaluatee 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 evaluatee 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.

MINUTES: The Committee reviewed the timeline for evaluations. Canvas access to 16-week courses will be granted next week. Faculty are reminded to evaluate only in one modality, even for hybrid courses. So, faculty should pick either online or in-person evaluation (even for hybrid classes). Observations for 16-week courses need to be completed by April 26.



MINUTES: Faculty were reminded of the contractual requirement to be on campus three days a week. This will be required in Fall. The committee suggests that the Dean send a division-wide email to ensure all faculty understand.

Fall Scheduling and Three Days on Campus

TEACHING ACADEMY FOR CONTINUOUS LEARNING



SUMMER 2024 LEARNING INSTITUTE

Dates & Time
June 24th to 28th
10 to 1 PM

Location
Distance Ed/Lib 166

FALL 2024 OBSERVATION SESSIONS

- Implement new strategies
- Observe one another
- Share insights & build community
- Four 1.5 hour meetings & two peer observations TBD



BIOLOGY FACULTY, '23

This was the most meaningful professional development I've ever participated in, it has drastically improved the climate of my classroom!



I&T FACULTY, '22

I was reminded that equity-minded teaching is an ongoing process and requires continuous reflection and adaptation to meet student needs.



MATH FACULTY, '23

EMTI helped me acknowledge the assumptions that I bring to the classroom, and to honestly assess whether they are consistent with my values as an instructor.

MINUTES: Faculty were encouraged to consider participating in the Teaching Academy for Continuous Learning. It will begin in the summer with training and sessions that include syllabus review and practical applications in the classroom. It continues in the Fall with the application and review of the changes in small peer groups. Participation of about 35 hours will be paid at Rate I (\$111/hour).

QUESTIONS?

Email Darcie at dmclleland@elcamino.edu

Planning

MINUTES: The committee reviewed and discussed the information below. The Dean drew special attention to the request not to include faculty position requests in the Annual Plan. Don't devote time to it because the requests will be removed since there is a separate process to determine which position will be hired. Some of the program leads did not receive the email from IRP. It went into one person's junk mail. Faculty shared the email with each other, and the Dean will send an update to make sure everyone has the information they need for planning.

Comprehensive Integrated Plan – first draft of program description and goals has been submitted. There will be another chance to revise. Also, the division description needs to be edited, and we may need goals.

Annual Plan

- Program Plans Due: April 11.
- Division Plans Due: April 16 (BSS requested extension to April 18th so Division Council can prioritize at its meeting).
- Do not submit requests for faculty positions in Annual Plan.
- If a program does not have a funding request, it does not need to submit a plan. Just tell Chris or Irena.

Annual Plan – Program Leads

- 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