**Humanities and Social Sciences Division**

**Draft Minutes**

August 15, 2022

3:30 to 4:30

Zoom Meeting: <https://smccd.zoom.us/j/5091022744>

**Attendees:** Gloria Pena, James Carranza, Elizabeth Terzakis , Maureen, Bob Lee, David Eck, Alison Field, Kiran Malavade, Ami Smith, Julie Carey, Monica Malamud, William Morales, Yolanda Valenzuela, Danielle Pelletier, Gerardo Pacheco, David Meckler, Denise Erickson, Natalie Alizaga, Autumn McMahon, Levalasi Loi-On, Sarah Harmon

**3:30 Welcome!**

*New HSS Faculty and Classified Staff:*

 Rafael Clemente, Psychology (PT)

Benjamin Finateri, ESL (PT)

Kimberly Honda, English (PT)

Levalasi Loi-On, Ethnic Studies (FT)

Autumn McMahon, Retention Specialist, new FT status, College for Working Adults (CWA) and Human Behavior and Culture (HBC)

Jeannie Stokes Cobb, English (PT)

Welcome to the fall semester from President Kim Lopez and Interim Vice President of Instruction Chialin Hsieh

James-Welcome to our new part-time and full time faculty, and congratulations to Autumn McMahon, in her promotion to FT retention specialist. Ethnic Studies Professor Levalasi Loi-on. Levalasi introduced herself.

**3:40 Approval of Agenda and Minutes**

Approved.

**3:50 Confirm Committee Representatives**

**Participatory Governance Committees (3 minute**

1. Academic Committee for Equity and Success, Alison Field, coordinator (SP 2023)
2. Academic Senate, HSS rep, ~~Katie Schertle (SP 2022)~~

*Fall 2022: Kiran Malavade (2023)*

1. Curriculum Committee, HSS reps, ~~Danielle Pelletier (SP 2022)~~

*Fall 2022: Salumeh Eslamieh (SP 2024)*

and Maureen Wiley (Fall 2022)

1. Distance Education Advisory Committee, ~~HSS rep, Danielle Pelletier (SP 2022)~~

*Fall 2022: Continuing: Danielle Pelletier (2024)*

1. Instructional Planning Council, Jessica Kaven, Co-Chair (SP 2022)

Need to update Jessica’s term

1. Planning and Budget Council, HSS rep, Alicia Aguirre (SP 2023)

Need to ADD Technology Committee and confirm Ami Smith’s participation

**Please post to HSS Division Reports and Updates**

<https://docs.google.com/document/d/1d5mKJSECncn7OPeZLzRftka_anvYK3k7DNPvdR5zOz0/edit?usp=sharing>

**(Agenda Items: Information, Discussion, or Action)**

**4:00 Division Information**

1. Tenure Committees and Adjunct Evaluations

Tenure committees and department leads can expect information and forms email in the next week or so as usual. We have two tenure committees—English and Ethnic Studies—and we have new part-timer evaluations and a small number of continuing PT faculty to evaluate.

**Kiran Malavade (2021), English, 2nd year**

Dean: James Carranza

Four-year (discipline expert): Yolanda Valenzuela (English)

*2022 Substitute for Doniella Maher, four-year member*

Four-year: Elizabeth Terzakis (English)

Two-year: Lisa Palmer (English)

**Loi-On, Levalasi (2022), Ethnic Studies, 1st year**

Dean: James Carranza

Four-year (discipline expert): Malathi Iyengar, (Ethnic Studies, CSM)

Four-year: Lezlee Ware (Political Science)

Two-year: Jessica Kaven (Communication Studies)

1. Program Review: Anthropology, Communication Studies, Ethnic Studies, History, Philosophy, Political Science, Psychology, Sociology. Other programs not in our division: Career Courses, Economics, International Students

Program review timeline and information is updated and readily available at <https://canadacollege.edu/programreview/> . Comprehensive program reviews are due by Oct 14. We discussed possible workgroup ideas to help folks work on it together. Pizza on the roof of B1 or B25 would be ideal. James noted that he’s available to support as you work on the PR—which may save folks time as they work to meet the Oct 14 deadline.

1. Human Behavior and Culture Interest Area (HBC), Denise Erickson, HBC Faculty Coordinator

Denise, the HBC faculty coordinator, shared information about the Canvas page, which now incorporates PTK and Honors. She acknowledge Autumn McMahon, who is now helping to support HBC as part of her retention specialist position. Mark your calendars for Sept 14, 1-2, when Gloria Darafshi and Denise are leading a Transfer Day activity for HBC students. Emphasis on choosing a major, and finding where it fits into a four year transfer plan & steps needed to take each semester to achieve a successful outcome.  Notifications to follow.  Please alert your students at the beginning of the semester. Please put a notification in your syllabus that your course is part of the HBC Pathway.  Look for the new Careers flyer draft coming for your program. Please contribute to the extra-curricular pages in our Canvas shell by sending your announcements to Denise.  Check out the announcements for “Ramses and the Golden Age of the Pharaohs” coming soon!

**4:15 Division Discussion**

1. Standing Item: Equity (10 min)

Alison Field shared information about basic needs resources—a centralized place where students can access services—and she noted the dream center as a resource to refer students to.

Maureen shared about the work she and Vince Fitzgerald (instructional aide) are doing to improve student use of the writing center. Vince is available for classroom visits if you’d like to have him come to talk with your students.

Rebekah shared the purpose of the IDST Honors courses—that they provide students support in completing honors contracts.

Kiran shared about our need to be mindful in helping DRC students with their accommodations—technology and resources can sometimes pose unexpected challenges and DRC may not have the resources readily available. So consider ways to make your materials accessible for students.

Manuel Perez, VPSS, was visiting and shared the latest on the fee waiver for students identifying as undocumented. The non-resident fees can be waived on 6 or fewer units. Students would pay resident fees. This is significant improvement in access to higher ed for our undocumented students.

1. Full-time Faculty Workload Pilot Project (6.5, 10-14), Carranza

**Division Google Sheet:**

<https://docs.google.com/spreadsheets/d/1-qKEd87NivVnXmr8C0yvBDEGBduxLDwEq4NqHgWkonU/edit?usp=sharing>

James acknowledge that full-timers may need to update or revise their workload pilot entries for the year. Please speak with him and together you can make revisions or adjustments to the form. There is a Formstack to use. James has been transferring that information to the division Google sheet, so you might start there. But use the Formstack submission as you wish.

 **Division Action**

1. Tabled, for consideration, Sept 9. Delegate tasks for each meeting or for the semester - notetaker, chat monitor, co-host or hosts.

**Reminders:**

1. Submit syllabi by Friday, August 19, 2022, to Gloria Peña, penag@smccd.edu.
2. Visit (and bookmark) the District COVID-19 resources and requirements page: <https://smccd.edu/return-to-campus/>
3. COVID-19 Safety: Visit division office for hand sanitizer and masks.
4. Central Duplicating Process

Large scale jobs are being sent to Skyline College for printing. Give Gloria a week lead time on large jobs. Turn-around on printing has been about a week but has been as fast as several days.

1. HSS Division Meeting Protocol, see attached.

James reviewed this as a reminder as we start a new semester.

**Fall 2022 Division Meetings:**

*Division meetings are regularly scheduled for the* ***first Friday*** *of the month, except for September 9, the Friday of Labor Day weekend. Full-time faculty are to attend all meetings. Part-time faculty attendance is appreciated but not required.*

* 1. FLEX: August 15 and 16, 2022
	2. **Friday, September 9, 2022, 12:00-2:00, 3-142**
	3. Friday, October 7, 2022, 12:00-2:00, 3-142
	4. FLEX: October 12, 2022
	5. Friday, November 4, 2022, 12:00-2:00, 3-142
	6. Friday, December 2, 2022, 12:00-2:00, 3-142