**Humanities and Social Sciences Division**

**MINUTES**

November 4, 2022

12:00 pm to 2:00 pm

**12:10 General Announcements-**James, welcome ASCC HSS Division Liaison, Arya Shadan

**Approval of Agenda and Minutes** - Approved

**Division Action**

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

**12:20 Standing Reports**

**Participatory Governance Committees (2 minutes per)**

Academic Committee for Equity and Success, Alison Field, faculty coordinator -We are continuing to work on future planning:

* Student Equity & Achievement Program (SEAP) Plan work continues. We will bring a revised final rough draft to PBC on Nov. 16 in anticipation of submitting to the state by Nov. 30. Still collecting input – [Link here to our Google doc where we are collecting feedback](https://docs.google.com/document/d/1fYkMH5Lb3YbJ_NQrm7O23ryFdSmwfFXL11EgNCYTltg/edit?usp=sharing).
* We are also working on drafting Membership & Bylaws for proposed Equity & Antiracism Council pilot.
1. **Academic Senate, HSS rep, Kiran Malavade**- Working on a draft resolution on pandemic impacted enrollment data.

**2. Curriculum Committee, HSS reps, Salumeh Eslamieh (SP 2024) and Maureen Wiley** – No Report

* 1. **Distance Education Advisory Committee, HSS rep, Danielle Pelletier** – In program review; looking at and revising bylaws. Also looking for faculty input regarding teaching multi-modal classes (however that looks for you).

Please put comments in google doc or email Danielle at pelletierd@smccd.edu.

These comments/suggestions/complaints will inform the next QOTL trainings.

1. **Instructional Planning Council, Jessica Kaven**- Went over reassigned time applications and renewal deadlines. Showed on the website where to go on the IPC webpage for forms and schedule of reassigned time. Also, IPC will be hosting Program Review feedback for comprehensive program reviews. So, if you are a program review author or coordinator it is recommended you attend. We will be using the PR rubric to provide feedback. The more people the better. It will be held on the March 17h from 8:30 – 12:30.
2. **Planning and Budget Council, HSS rep, Alicia Aguirre** – There has been 2 meetings since our last meeting. Ongoing discussion regarding students requesting a childcare development center. There is a taskforce that has been put together they will start their work in November. The strategic enrollment implementation is looking at barriers for students to enroll if they don’t have a SEP. They are trying to work on that one and will be researching for those not enrolled. Getting the SEP’s done was an important piece that was mentioned. Ludmila went over a lot of the budget expenditures and revenues. We also had a vote on the new equity council that is being proposed that actually will go to the President for approval. We were aligned our EMP initiatives with Ase which was really interesting. And one of the interesting things that our VP of Instruction shared are the required core courses for the ADT’s.
3. **Technology Committee, Ami Smith**- Got a demonstration of “CLASS” software that can be used within Zoom, which provides some extra handy tools. It will be piloted in the spring with a few folks. It would then be decided upon whether or not we should purchase this. There was discussion of by-laws, specifically looking at voting administrators. There was discussion about changing voting administrators and why we might do that. Another ongoing discussion do we want to create a document that is accessible to everyone that would outline all the labs on campus and all the software that is available in the labs. There was discussion about who would create that and who would keep it up to date. David Meckler brought up a question about usage of “Microsoft Teams”. Ami said there was ongoing discussion about this and Ami will report back to

**Regular Division Updates**

**AFT – Salumeh Eslamieh-** There was a huge turnout for the Board Meeting on the 26th. All unions were represented. It made quite an impact on the Board. Thank you to all that showed up. More discussion on Dual Enrollment. **Anti-Oppression Committee** is tabling on 11/7 Monday at 12:30-2pm at the quad. At the tabling, we will share information about [the committee's work for fair and transparent Title IX process](http://aft1493.org/sept-2022-advocate-gender-oppression-task-force-organizes-to-strengthen-districts-title-ix-processes/)es for students and employees. We will have a short survey, as well as informational fliers. Please swing by and learn about what we can do for gender justice reality on our campuses! Cañada AFT chapter hours will be held in 16-207 or by zoom on Nov. 17-3:00-4:00, Dec. 1-9:00-10:00 and Dec. 15-3:00-4:00.

**Monica Malamud**-A reminder, anyone who is interested in what’s going on and what we are planning next with regards to our contract there are regular CAT (contract action team) meetings. Open to all.

1. **Guided Pathways, Denise Erickson, Human Behavior and Culture Interest Area**- Shout out to Autumn McMahon who put together an outstanding panel of students last night having two of our former students in Social Sciences who are now at Berkeley. They were able to reflect and compare their Cañada experience with their experience at Berkeley and how well they were prepared etc. Very interesting and insightful with valuable information. Hopefully they will come again.
Thank you for your feedback on the student survey that a lot of people were unhappy with. Denise will put all the feedback together and will share with Ron.

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

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

**James welcomes Chialin Hsieh or VP of Instruction to our meeting-** Denise asked whether Chialin/Karen or Alex can get the information about the students that don’t have an SEP so faculty can reach out to students that don’t have SEP’s. Chialin shared a chart showing an overview of all student breakdown of who has SEP’s and who does not have one, including expired SEP’s. Our goal is for 90% of our students enroll before winter break.

**Division Information:**

**Drop-in Registration Support: Sarah Cortez, Welcome Center**- The collaborative effort from the Welcome Center and Retention Specialists have “Drop-In Registration” events scheduled starting November 16th- January 26th. Our Goal is to get all current students who do not have an updated SEP on file to get one and get registered for their classes before the Winter Break. We are having the flyer updated to reflect some changes. She will send it out as soon as the changes are made. In January there will not be appointments, it will be in drop in mode. Sarah is happy to come to any classes to help students register/enroll and help with encouraging and directing them to do their SEP’s. Sarah answered various questions about SEP’s and the registration process. Salumeh Eslamieh suggested adding free tuition to the flyer as well as diversifying the images on the flyer.

**Jose Zelaya, Project Director, CWA**- We are looking to proactively get support from counselors and faculty to find creative ways to increase SEP updates and registration conversations prior to the registration month. Overall create a campus culture that can be imbedded in our academic calendar and counseling scheduling.

**Registration Support: Diana Espinoza-Osuna, Retention Specialist, ESL and HBC** – Gave update on the SEP intervention. It was not as successful as we wanted it to be. We need to have an updated list of students that don’t have a SEP or have an expired SEP. Requested from PRIE called the *subsequent enrollment report*. We will be able identify the students who are currently in classes but are not enrolled for spring. We also requested their registration dates to be included in that report. We will be monitoring daily who has registered and who is not. Also, hopefully be able to identify what classes they are currently in to get faculty support with getting them registered. On October 19th had an event ESL College Information and ID event to prepare those who are in our off-campus community classes to come up to campus to pay their fees, get counseling presentation, have a campus tour, get their college ID’s. It prepares them for their transition to coming up to the college. It was a team effort with lots of support from the student services folks.

**Autumn McMahon, College for Working Adults (CWA) and HBC-** It’s really the personal touch that makes a difference.

 **Division Discussion**

1. Two Questions:
	1. What do we need to know about registration? – Lots of brainstorming and discussion about strategies to get students to register and get or update and SEP.
	2. What can we do to facilitate student registration/persistence? (from “easy/simple” to complex/involved)-
2. **Equity Standing Item:** Julie Carey brought up the lack of support for evening students. It is an equity issue. Kiran Malavade brought up there is no evening tech support. We need to be more vocal to advocate for our evening students. Alicia brought up that we used to have “Evening Administrators” that could troubleshoot any evening issues.

Adjourn: 2:05