**Humanities and Social Sciences Division Meeting Minutes**

**Friday, Feb 3, 2023**

12:00 pm to 2:00 pm

Recurring Zoom Meeting

**12:05 Meeting begins-General Announcements:**

Niall Adler from Marketing to talk about social media. Add honors information with Rebekah Taveau.

*Alison Field*:Shared that the full draft of the mural is available, email went out. Encourage all to send comments. Your feedback is needed. Once feedback is received the sooner final edits can be done. Deadline is Feb. 9th.

*Lezlee Ware*: Shared that Umoja is celebrating Black History Month with different events. Please make sure to RSVP. It was asked about how to best recruit possible Umoja students. Elizabeth Terzakis shared that instead of singling out individual students, Elizabeth and Lezlee are happy to do class presentations. Please reach out to them.

**Approval of Agenda and Minutes:** Agenda and minutes approved. Lisa approves, seconded by Denise Erickson.

**Review/confirm tasks:**

Spring 2023:

Gerardo Pacheco: Chat monitor for spring 2023
 Cohost: none

Natalie Alizaga: Timekeeper

**Standing Reports**

**Participatory Governance Committees**

Academic Committee for Equity and Success, *Alison Field*: New Equity and Antiracism Planning Council (EAPC) pilot is being launched this spring. This Council is an evolution of ACES + our college Antiracism Task Force final recommendations (adopted in May 2021). Goal: to centralize our equity & antiracism work, and strengthen antiracism.

Currently in transition from ACES to EAPC & working towards first EAPC meeting on Feb. 28. Academic Senate will be appointing faculty members next week. Please let Dave Eck or Natalie know if you are interested.

Last fall, ACES voted to form a Task Force to address land acknowledgements and beyond to work this spring. The Task Force hosted a Flex session (Jan 13) & got lots of great input / ideas for possible actions / commitments for the college to consider. Our next meeting is next week. Let Alison know if you are interested.

**Academic Senate**-*David Eck*: Looking at the program viability process making it qualitative and quantitative. Kiran Malavade: Discussion is needed regarding DE recertification processes. What kind of training choices, hours and compensation.

**Curriculum Committee**: COR’s need some updates. Please make sure if your COR’s need updates to get them in the queue. If you are on the list, you should be receiving an email from Curriculum Chair Lisa Palmer. Maureen Wiley is available to help with any Curricunet issues/questions.

**Distance Education Advisory Committee**, *Danielle Pelletier*: Talking about DE recertification process. Cañada and Skyline do not have any requirements. CSM is requiring every 3 years. Some issues are the amount of time it takes and compensation for the work. Contact David Reed and Nada Nekrep with any feedback and what you think are the best practices. DEAC is also in the process of examining and revising by-laws.

**Instructional Planning Council**, *Jessica Kaven*: IPC is having conversations around how to engage the campus more fully around Program Review. Marketing department came and presented “marketing virtual degrees and certificates”. Including the ways students can earn a degree and/or certificates online. Program review presentations are on March 17 from 9:30-11:00 via Zoom. Please come!

**Planning and Budget Council**, *David Eck:* Ludmila Prisecar presented budget updates on the State and College level. Marketing department shared a progress report on EMP.

**Technology Committee**, *Ami Smith*: Campus is using Zoom but Microsoft Teams is also available as well as Google Meet. If you are using Google Meet, keep in mind it is not secure. Tech committee is updating its by-laws and voting structure. Ami is the division rep through spring 2023. Before the last division meeting of the semester we need to select another division representative. This committee meets on the 2nd Wednesdays of the month from 12:30-2:00.

**Regular Division Updates**

1. **AFT**, *Monica Malamud & Doniella Mahe*r: Negotiations are still stuck but still fighting. AFT will be reaching out to faculty with more details. If an AFT rep approaches you hopefully you will be open.
2. **Guided Pathways, Human Behavior and Culture Interest Area (HBC)**: *Denise Erickson*: First meeting of the HBC success team. The retention specialists are doing a good job of getting organized. Talked about program mappers with Gloria Darafshi is keeping them updated. Please review your program mapper and let us know if any revisions or corrections are needed. The Library and ASCC is sponsoring a film event called “Town Destroyer”. It is a documentary about George Washington High’s murals. There will be a Q & A after the film with the filmmakers Alan Snitow & Deborah Kaugman. It is on Tuesday, March 7th from 4:00-6:00 in 3-148. Please come and bring your students. There will be refreshments. The librarian Chris Burns has created a page to review before and/or after the event. Please find the link in the google doc.

Gloria Darafshi will be doing another workshop “HBC Transfer Success Workshop” on Tuesday, Feb. 28th from 1:15-2:15. This is an online/Zoom workshop.

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

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

**Division Information**

*James Carranza* reminded all that if you want to be on the division agenda please email him 2 weeks prior to the division meeting if you have a more in depth topic you want to discuss.

Fraudulent Enrollment and Late Adds, *Natalie Alizaga*: We are seeing an uptick in possible fraudulent requests for add codes and late adds. Some telltale signs: students that are registered outside our service area. Long complicated email addresses that may include numbers.

**Social Media/Class Promotion**, *Naill Adler*, Marketing, and Social Media: Naill is a consultant working with Marketing on social media platforms, Facebook, Instagram and well as LinkedIn. In need of content, please share any events or classes you want to promote what’s going on at the Cañada campus. Graphics can videos are especially good to share on image driven platforms. If your department wants to stare a FB or Instagram page please contact him. Great to highlight any events, speakers or creative projects.

**Honors Information**, *Rebekah Taveau*: Shared about the Bay Area Honors Symposium. Make sure your honors students and honors contract students apply. Encourage them to enroll in the honors research seminar class IDST 150.

**Division Discussion**

1. Fall 2022 Program Review Resource Request Prioritization-*James Carranza*: Talked about the program review resource process. Showed overview of resource requests for our division and the difference of types of requests. Doniella Maher supports the idea since we have such few requests prioritizing them equally. Discussion on David Eck’s request on the importance of database and web page design.
2. Standing Item: Equity: Danielle Pelletier shared the importance of equity for our evening students with the resources they need i.e. library, food services and overall student services. She asked are there any updates and progress on what is available. Kiran Malavade spoke to Ron Andrade last semester of the importance of peer tech support for students. She will follow up with Ron. There is help at the Learning Center from 8:30-8:00pm. The DRC is open until 7pm on Tuesdays and Wednesdays. Jose Zelaya is looking forward to supporting the evening ESL students.

Kiran also encourages all to sign up to be a scholarship application reviewer. It doesn’t take a lot of time and is very rewarding to review applications.

**Reminders:**

* Late Add forms or Prerequisite Challenges go to Gloria.
* Please submit course syllabi ASAP if you have not done so.
* Full-time Faculty: Workload Pilot. **Workload Pilot Google Sheet:**

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

**Remaining Spring 2023 Division Meetings:**

* 1. Friday, April 7, 2023, 12:00-2:00, Zoom
	2. Friday, December 2, 2022, 12:00-2:00, Zoom or 3-142?

Recurring Zoom Meeting

 <https://smccd.zoom.us/j/89201611666?pwd=ZU4zRDNHMEhISWt4OXdGanUzZnZsUT09>

Meeting ID: 892 0161 1666

Passcode: 440051