**Humanities and Social Sciences Division**

**DRAFT MINUTES**

Monday, August 12, 2024

1:30 pm to 3:30 pm

 Location: 3-104

Zoom, if necessary:

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

(Meeting ID: 892 0161 1666 Passcode: 440051)

**In Attendance**: James Carranza, Amira Abedrabbo, Alicia Aguirre, Merve Beyazit Taner, Anna Budd, Julie Carey, David Eck, Colin Ehara, Denise Erickson, Salumeh Eslamieh, Alison Field, Sarah Harmon, Rebecca Kim, Doniella Maher, Monica Malamud, Kiran Malavade, David Meckler, Edirle Menezes, Sara Nuila-Chae, Gerardo Pacheco Matus, Danielle Pelletier, John Perez, Lisa Palmer, Katie Schertle, Rebekah Sidman-Taveau, Ami Smith, Soriya Te, Elizabeth Terzakis, Yolanda Valenzuela, Emilio Villalba, Maureen Wiley

**Absent**: Bob Lee, Jessica Marshall, Michael Stanford, Lezlee Ware

**Guests:** Pres. Kim Lopez and VPI Chialin Hsieh; Alison Hughes and Lindsey Irizarry

**Minutes**: Dan Barba

**Welcome, New Faculty!**

Katrina Benedicto, English

Daniel Bresnahan, English

Sara Nuila-Chae, English

Merve Beyazit Taner, ESL

Leonardo Cruz, Psychology

Edirle Menezes, Psychology

Liz Roberts, Sociology

John Perez, Communication Studies **(tenure-track)**

Emilio Villalba, Studio Art **(tenure-track)**

Colin Ehara, Ethnic Studies **(tenure-track)**

**1:38 General Announcements**

* Welcome new faculty! (see above)
* “Bill Morales – Recent Works” art show – HSS long-time Art Instructor) now in the Cañada Art Gallery (9-152), through Dec. 9
* VP of Academic Senate -- seat available

**1:46 Approval of Minutes and Agenda**

* 1:46: 5/3/24 Minutes reviewed.
	+ Edits: None
* 1:49 **Minutes approved** by unanimous consent after Motion and Second.
* 1:49: 8/12/24 Agenda reviewed
	+ Review/confirm Task Assistants – Fall 2024
		- **Chat Monitor** – Soriya Te volunteered to monitor chat during mtgs for semester
		- **Co-Host** (muted, hands, breakouts, etc.) -- TBD
	+ Welcome from Kim and Chialin!

* 1:57 **Agenda approved** by unanimous consent after Motion and Second.

**Participatory Governance Committees, Representatives**

1. Academic Senate, HSS rep, **David Eck**(SP 2025) 2nd and 4th Thursday, 1:00 to 3:00 or 2:10 to 4:00 pm. In-person, Brown Act.
	1. May be moving mtg time to 2:10-4:00pm.
2. Curriculum Committee, HSS reps, **Lisa Palmer** (Spring 2026) and **Maureen Wiley** (Fall 2024)—1st and 3rd, Thursday, 1:00 to 2:30. In-person, Brown act.
	1. 6 highest enrolled Gen-Ed courses ID’d for developing uniform course outlines based on templates and Common Course Numbering (CCN) statewide that will need to be adopted this fall: College Comp (ENGL 100); Arg. Writing & Crit Thinking (ENGL 105); Pub. Speaking (COMM 110); Intro to Statistics (MATH 110); Intro to American Govt & Politics (POLS 110); Intro to Psych (PSY 110)
3. Distance Education Advisory Committee, HSS rep, **Julie Carey, if DEAC and Technology does not combine** (SP 2026)
4. Equity and Antiracism Planning Council, HSS rep, **Yolanda Valenzuela** (SP 2025)
5. Planning and Budget Council, HSS rep, **Alicia Aguirre** (SP 2026) 1st and 3rd Wednesdays, 2:10 to 4:00
6. Technology Committee, **Ami Smith**, (SP 2026) 2nd Wednesdays, 12:30-2:00
7. Spring 2025, Faculty Evaluation Committee (Tenured Faculty): **Alicia Aguirre, Katie Schertle, Doniella Maher**

**Regular Division Updates**

1. AFT - Monica rptd:
	1. Re: Workload – Pilot has ended. Obligation = 2.5 hrs of non-primary duty/wk
	2. PT healthcare – settled w/ Dist and hoping to announce/implement soon.
2. Honors – Rebekah rptd
	1. Honors kickoff – 8/29
	2. Pls consider creating Honors contract w/ students - very rewarding! – support course Honors Research Seminar available
	3. 3pm Flex session tmro -- Rebekah and Ray Lapuz to discuss growing the honors program and Honors Pods (?) poss. arranging for fac to be paid for work.
	4. New Honors classes in HSS: Alison’s Hist 202 ; Salumeh’s ENGL 110

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

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

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

**2:07 Division Information and Discussion**

* **Online Teaching Support** -- Allison Hughes, Instructional Designer (ID); Lindsey Irizarry, Instructional Technologist (IT): [Online Teaching Support Slide Deck](https://docs.google.com/presentation/d/1pgvi6tvIkVGX-lATvaECVBGWmiGYeGyHGYYrtHnKJH8/edit?usp=sharing)
	+ Lindsey started in May. Prev. worked @ SFSU, administering Canvas there
	+ **Instructional Technologist** (Lindsey) supports tech side of teaching w/ tech -- EX: How to use laptop cart? What is ChatGPT? How to change Canvas grading scale?
		- Help w/ Canvas, Zoom, and Panopto (Canvas video integration tool)
	+ **Instructional Designer** (Allison) supports andragogical side of teaching w/ tech – EX: What activities to do w/ laptop cart? How to deter cheating w/ AI? Diff. grading strategies to try?
		- Consultations (individual/group – 15, 30, 60 min) avail for course design & strategy
	+ Drop-In Hours – Tues 11a-12noon, in person 13-337, also on Zoom
	+ Instructional Tech & Design Newsletter -- Emailed monthly, pls read!
		- Q&A – Is Calendly avail? Dist has lic. Need to submit IT req. & may have sm chrg
			* Proctorio (online proctoring tool) continuing in Dist? AH believes that it is on its way out, will keep us posted – no alternative tool avail currently.
* **Equity** (information, activities, open discussion) - Kiran Malavade, Equity Coordinator
	+ Nice to collab w/ online teaching support staff and fellow faculty
	+ Resources are on EAPC site (ideally w/b placed on Fac Teaching & Learning site)
		- Syllabus Guide – includes recs for an equitable syllabus
		- “Developing Equity Mindedness From Inside Out” document – Faculty guide that includes reminders, considerations, pointers, praxis suggestions from equity lens.
		- Working to organize training (w/ Doniella, Michiko) on how to interrupt micro-aggressions in classroom, based on Theater of the Oppressed activities – Sept 25
		- 2 Classified positions avail on EAPC.
* **Division Memo/Division Information**
	+ Provides links, reminders; we want to max stud. enrollmt PRIOR to census b/c our other progs rely on enrollmt. Studs registering AFTER census don’t count.
	+ Pls place SLOs on your syllabi, esp since we are entering accreditation review
	+ Final Exam – there is a last day of class (reg mtg). There is also a “finals week”.
	+ Joan Murphy has retired, after 21 years as Division Assistant!
	+ Dan Barba has joined us as the new DA – hrs are later: 10:30am-7:45pm
	+ Ofc Asst posn has changed – w/b reporting to Ofc of Instruction with intent of centralizing/rationalizing admin support across 3 largest instructional divisions.
	+ Pls post Faculty Door Cards/Ofc hours
* **Process: Short-term and long-term PD applications**
	+ Longer the lead time you can give to Div Ofc, the better!
	+ For PD Cte – please add notes w/ details if you foresee questions from Cte arising, or if any special cirx/situations apply that you want the Cte to consider.
* **Enrollment Update/CalGETC Planning**
	+ This goes along with degree completion and Common Course Numbering
	+ James will work with Coordinators and Department leads to review how and what we’re scheduling, and how we respond to these initiatives and changes.
	+ EX: We have CalGETC changes occurring for COMM and ETHN, and we are determining how these changes affect (or should affect) our scheduling.
	+ We are now reviewing our enrollments as they are starting to stabilize, post-pandemic.
	+ College is good, roughly at ~6000 studs and enrllmts are pretty flat now. HSS Departments aren’t in prog review cycle now but that will be coming up next yr.
	+ As Division, enrllmts are pretty solid. We generally want to maintain ~ 70-75% class enrllmt.
	+ Pls cont. to be mindful of “fake enrollments”, used to collect Fin. Aid $, then disappear, particularly in online classes. It is ok to drop completely unresponsive students at census.

**3:10 Full-Time Faculty Planning:**

1. Review, part-time evaluations
	1. 1 in Comm
	2. 4 in ENGL (1 reg; 3 new)
	3. 1 in ESL
	4. 2 in PSYC
	5. 1 in Soci
2. Review, Tenure-Track Evaluation Committees, 2024-2025
	1. Communication Studies, John Perez
		1. Fermin Irigoyen (CSM) discipline expert, Maureen Wiley 4yr, Julie Carey 1st 2yr
	2. Studio Art, Emilio Villalba
		1. Denise Erickson discipline expert, Katie Schertle 4yr, David Eck 1st 2yr
	3. Ethnic Studies, Colin Ehara
		1. Frederick Gaines (CSM) discipline expert, Alison Field 4yr, Lezlee Ware 1st 2yr

**Fall 2024 Division Meetings: Please mark your calendars**

*Division meetings are scheduled on the* ***first Friday*** *of every month. Full-time faculty are to attend all meetings. Part-time faculty attendance is appreciated but not required.*

1. Friday, September 6, 12:00-2:00, 3-104
2. Friday, October 4, 12:00-2:00, 3-104
3. Friday, November 1, 12:00-2:00, 3-104
4. Friday, December 6, 12:00-2:00, 3-104

**Reminders:**

* Course Syllabi Submission: Friday, 8/16
	+ Please double-check SLOs, office hours, and final exam dates
* Recurring Zoom Meeting:

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

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Mtg adjourned @ 3:22pm