**Humanities and Social Sciences Division**

**DRAFT Minutes**

Friday, April 11, 2025

12:00 pm to 2:00 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, Alicia Aguirre**, **Julie Carey**, **David Eck**, **Salumeh Eslamieh**, **Diana Espinoza Osuna**, **Alison Field, Noushin Lavasani, Bob Lee**, **Doniella Maher**, **Monica Malamud**, **Kiran Malavade**, **David Meckler**, **Gerardo Pacheco Matus**, **Danielle Pelletier**, **Katie Schertle**, **Ami Smith**, **Michael Stanford**, **Elizabeth Terzakis,** **Yolanda Valenzuela**, **Lezlee Ware**

**Absent**: Anna Budd, Colin Ehara, Denise Erickson, Jessica Marshall, Lisa Palmer, John Perez, Rebekah Sidman-Taveau, Emilio Villalba, Maureen Wiley,

**Guests:** Tessa Noriega, Carlos Luna, Adriana Lugo

**Minutes**: Dan Barba

**12:00 General Announcements**

* Katie S – keep working on your 3 yr cycle assessments
  + If you are struggling with your SLO results in Nuventive, keep an eye out for an email within a wk or so with a way to send your results and team will upload your info.
* Monic M (on behalf of Sarah H) – Summer textbook adoptions were due back in March. Get them in now if you haven’t. Fall textbook adoptions will be announced and due soon
* Alison F – We “❤️” Social Sciences Fair happening next WED, 4/16 1-3pm, Bldg 9, 3rd flr patio/foyer

**12:10 Approval of Minutes and Agenda**

**Need a Volunteer: Chat and Hands Monitor: – David E volunteered for this mtg.**

* 12:07: 2/7/25 Minutes reviewed. Edits:
  + None
* 12:09 **Minutes approved as presented** by unanimous consent after Motion and Second.
* 12:09: 4/11 Agenda reviewed. Changes/Additions to Agenda:
  + Various Committee Reps terms are expiring: David E term is up for Acad Sen; Yolanda V term is up for EAPC; Danielle’s term may be up for Safety Cte(?) Danielle P will clarify and get back. We will need to nominate new reps.
* 12:13 **Agenda approved as revised** by unanimous consent after Motion and Second.

**New Business:**

* **Cte Reps Nominations:**
  + Rebekah is forwarded as nominee for Acad Sen replcmt
  + For EAPC, we need someone

**12:25 Participatory Governance Committees, Representatives**

1. (12:17) 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. ***NOMINATE: Rebekah ST***. David E:
   1. Cte reviewed and revised comprehensive review questions
   2. District ofc in process of creating new strategic plan
   3. Recvd feedback on new WebSchedule interface – it is here to stay
   4. Questions heard re: faculty guidance re: potential federal law enforcement activities on campus
   5. Recvd no nominees for Acad Sen Pres – *we need someone*
2. Curriculum Committee, HSS reps: **Lisa Palmer** (Spring 2026) and **Maureen Wiley** (Fall 2026)—1st and 3rd, Thursday, 1:00 to 2:30. In-person, Brown act. No rep present to present.
3. Distance Education Advisory Committee, HSS rep: **Julie Carey,** (SP 2026) – Julie C :
   1. Cte hasn’t met so nothing to rpt.
4. Technology Committee, HSS rep: Ami Smith, (SP 2026) 2nd Wednesdays, 12:30-2:00. Ami S:
   1. Please check out the google doc on the HSS webpage to give feedback
5. Equity and Antiracism Planning Council, HSS rep: **Yolanda Valenzuela** (SP 2025) – ***NOMINATE:*** Yolanda V:
   1. Looked at Transfer data – 60% of students identify as Latinx
   2. High % of transfers were Latinx
6. Planning and Budget Council, HSS rep, **Alicia Aguirre** (SP 2026) 1st and 3rd Wednesdays, 2:10 to 4:00 – Alicia A
   1. Didn’t meet this month
      1. Worked on ISER
      2. Ludmila gave a detailed mid-year budget review
7. Safety Committee, HSS rep: **Danielle Pelletier** (TBD), 2nd Thursdays, 2:30 to 4:00
   1. Had violent intruder drill this week – seeking feedback from the drill
   2. Encouraging everyone to get on “Alert Me’ app so that you can real-time alerts
   3. Facilities request is available on the portal in order to report any facilities issue
   4. Working on installing more signage (such as dog walking and curbing)
   5. New doors have been installed in front of Bldg 3. Yay!
8. Spring 2025, Faculty Evaluation Committee (Tenured Faculty): **Alicia Aguirre, Katie Schertle, Doniella Maher**

**Regular Division Updates**

1. AFT – Salumeh E:
   1. Negotiations occurring
   2. Would like members to attend mtgs as observers to support efforts
   3. Bd mtg on 4/30 – would like members to show up en masse
   4. Monica M : mtg w/ Dist to discuss ground rules
      1. Actively negotiating on many current articles
2. Honors – Michael S (on behalf of Rebekah ST):
   1. Honors prog is growing – 140 students; 78 honors contracts; 76% honors completion rate; 8 honors presentations accepted at Berkeley Conf; 4 students attended/accepted at Western Regional Honors Conf, Denver

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

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

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

**12:45 Division Information and Discussion**

1. Fall 2025, Tenure Committees:
   1. Psychology: Contact Ami Smith, Psychology and Alison Field, Social Sciences Coordinator
   2. English: Contact Elizabeth Terzakis, English Coordinator
      1. Thank you to the very busy cte!
      2. We had 137 applicants and are interviewing 11
      3. We had successful PSYC process and hire
      4. You Do Not need to have completed Unconscious Bias training to serve on Tenure Ctes
      5. If you are interested in serving on a PSYC cte, reach out to Ami S or Alison. Reach out to Elizabeth or Doniella if you’d like to serve on ENGL cte
      6. Ami S and Alicia A volunteered for PSYC cte
2. (12:50) Updated Class Cancellation Policy – James C
   1. Reviewed policy re: Timeline and Criteria for class cancellations, Fall 2025
3. (1:06) Review “Regular Substantive Interaction” or RSI – James C gave an overview and identified available resources:
   1. *Nada Nekrep (Nada Nekrep nekrepn@smccd.edu*) is DE coordinator providing support on RSI – she could possibly offer a group session on 4/23 in afternoon (~2 or 3pm?) if enough folks are interested (?) – please reach out to James C directly if you are interested
   2. *Erica Reynolds (reynoldse@smccd.edu)* –Regular Substantive Interaction (RSI) review support, with weekly office hours. [Calendly](https://calendly.com/reynoldse/30min) appointments
   3. James C reviewed ACCJC RSI rubric and then invited brief discussion:
      1. Providing direct instruction (only applies in sync courses)
      2. Assessing and Providing feedback on students’ coursework:
         1. Stages/thresholds/measures: Initial; Emerging; Developed; Highly Developed – what are hallmarks of each or what do they look like?
      3. Providing info or responding to questions about content of a course or competency
         1. Same stages/thresholds as above
      4. Facilitating a grp discussion re: content of a course or competency
         1. Same stages/thresholds as above
   4. James C -- Perhaps we dedicate an hour together in the Fall to come up with practical examples and practical strategies exemplifying the thresholds so that everyone develops a better understanding of what the measures/stages signify

* [How to put the Action on Online Course InterACTION](https://smccd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=42f891f8-8ea6-4ec4-9a8e-b2040140b864)
* [Online Faculty Accreditation Prep: Align Your Courses with Regular Substantive Interaction (RSI) Standards](https://smccd.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7a4b9252-7e19-4000-b399-b2610187895b)
* <https://www.canadacollege.edu/facultyteachingandlearning/>

1. *(1:20) Processes Update/Review*: Library Reserve and Film Streaming Requests: Tessa Noriega, Library Support Specialist, Adriana Lugo, Librarian, Carlos Luna, Library Support Specialist
   1. Tessa N (noriegat@smccd.edu): **How to request textbooks to be reserved in Library**
      1. See handout, One Sheet on Course Reserves
      2. Form to complete for Library to fulfill request: <https://smccd-czqfp.formstack.com/forms/reserve_textbook_requests>
         1. How many copies of textbooks can be reserved? Depends on cost of book, how much space it will take up; however, usually not more than 4 copies
         2. Can reserve both required and recommended books
         3. You can submit a spreadsheet for multiple books instead of submitting individual requests but be sure to include all the info requested on the form
   2. Adriana L and Carlos L – How to request streaming films from Library
      1. Presentation: <https://www.canva.com/design/DAGiS9soax4/UNgQS5HJWkThp-cyQyBzeg/edit>
         1. Acquisition timeline – can take anywhere from 6-9 weeks from start of request for film to be streamed: (1) Film is requested; 2) Film is researched; 3) Purchasing; 4) Processing)
         2. Library has limited budget for licensing associated with streaming – a perpetual license can run up to $500-$700 per film, so can get expensive
            1. Ways to get creative to meet costs:

If you are considering changing your course to become OER/ZTC, this may add options to ability to stream films b/c there is separate pot for these courses

Work w/ other departments to share the cost

* + - * 1. New Procedure Timeline for requests:

Search if Cañada Library owns the film by searching in Kanopy, Swank and Films on Demand

Submit request online if library does NOT own the film:

For Fall, submit online req by previous semester’s April

For Spring, submit online req by previous semester’s November

Wait for Librarian response

* + 1. Note: Adriana and Carlos will be offering more details on Flex Day (next Thursday @ 1pm)

**Spring 2025 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. TBD, Flex Days, Thursday, 9, TBD
2. Friday, February 7, 12:00-2:00, 3-104
3. Cancelled: Friday, March 7, 12:00-2:00, 3-104
4. Friday, April 11, 12:00-2:00, 3-104
5. Friday, May 2, 12:00-2:00, 3-104

1:42pm Meeting Adjourned

**Reminders:**

* Recurring Zoom Meeting:

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

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* If you become aware of immigration enforcement activities on campus:

1. **NOTIFY the President’s Office** **immediately.** No employee outside of the President’s Office is authorized to accept legal documents from immigration enforcement officers.
2. **DOCUMENT and provide the President’s Office with all details of immigration enforcement activities as soon as possible.** Include time, location, officer name/credential, and details of officer’s request, if known.
3. **ESCORT** **officers to the President’s Office**. If you do not feel comfortable escorting officers, contact Public Safety at (650) 738-7000 to assist. You are prohibited from giving consent for an immigration officer to enter any non-public area of campus (e.g. classrooms, office areas, etc.). If an officer arrives in the evening when the President’s Office is closed, please contact Public Safety.