

**SOCIAL SCIENCES  
DIVISION MEETING  
January 12, 2005  
9:00 AM – Board Room**

**In Attendance:**

Mendy Bergin	Trish Bilcik	Patti Buxton
Jeff Carlisle	Chuck Carselowey	Martha George
Dana Glencross	Stephanie Hayes	John Hughes
Peggy Jordan	Ray McCullar	Nancy Pietroforte
Wanda Roepke	Jessica Sheetz-Nguyen	Jerry Steward
Susan Tabor	Cecelia Yoder	

**Absent:**

Richard Anglin	Jane Carney	Ron Gray
Thomas Jones	Peggy Jordan	Rick Vollmer

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Dr. Buxton provided an array of delicious food items with coffee and juice to welcome the faculty back for the Spring semester.

The meeting began with Dr. Buxton expressing:

- thank you to Mendy Bergin who graciously hosted the Social Sciences Christmas party.
- congratulations to Rick Vollmer who was recently married and is away on his honeymoon
- congratulations to Dana Glencross on the publication of her Research Manual

Dr. Buxton distributed a sign up sheet for performance appraisals. When completed Wanda will send the schedule out by email so you can mark it on your calendars. Appraisal dates will be January 24 – February 17. The appraisal packets were sent out to faculty from Dr. Sechrist's office.

Developmental plans due in September.

Syllabi, office hours, online contracts and outside employment forms are due in the division office by Friday, January 21.

Student Learning Council, GEN ED, Assessment meetings postponed.

Smartthinking information sheet handed out. There was a good showing at the preview. This is all about writing; a 24 hour tool for student assistance.

Call Rhonda Simpson (7810) by Friday if you can go to the Webb's presentation. It is a great tool for enhancement of our programs.

Retention Promotion – While the lists that were received may not be accurate, please try to contact the students. A Retention Saturday funded by grants has been proposed to encourage students to graduate. Martha George announced that a small amount of money was available through the CLT for students who need help with tuition.

Deregistration begins this Summer.

John Hughes apologized for sending out to everyone the missing child email that actually was a hoax.

Have a good semester.