

SOCIAL SCIENCES DIVISION MEETING MINUTES

APRIL 6, 2010

Attendees:

Present:

Trish Bilcik, Chuck Carselowe, Bruce Cook, Lois Ganick, Dana Glencross, Ron Gray, Stephanie Hayes, Randy Hopkins, Yuthika Kim, Dawn Ladiski, Jerry Ludlow, Ray McCullar, Greg Parks, Cecilia Pittman, Markus Smith, Jennifer M'Lou Smith, Susan Tabor, Laurie Thornton, Dana Tuley-Williams, Rick Vollmer.

Guest:

Darby Johnsen

Absent:

Melinda Barr, Jeff Carlisle, John Ehrhardt,
Peggy Jordan, Julie Rice-Rollins.

Thanks/Recognition:

Dr. Tabor offered recognition to Trish Bilcik, who recently announced her retirement at the end of this semester.

IAPC Committee:

Chuck Carselowe announced that the IAPC Committee is reviewing College Procedures number 4005 (Textbooks) and 4006 (Supplementary Textbooks) in an effort to possibly combine the two and to make sure OCCC complies with federal laws by January 2011. The next procedure scheduled for review is number 4016 – Academic Integrity. If you have any issues or concerns regarding any of these procedures, please contact Chuck via email.

AtD Advising Sub-Committee:

Stephanie Hayes mentioned that the AtD Advising Sub-Committee is currently addressing problems related to students who are able to enroll in courses which require a prerequisite while they are still enrolled in the prerequisite and before the prerequisite has been successfully completed.

ITAA Committee:

This committee will be meeting tomorrow. Please let Greg Parks know if you have any questions/concerns/comments.

Course Completion Taskforce:

Final data was sent out to faculty by Dana Glencross.

Timely Communication Taskforce:

Cecilia Pittman discussed topics which have been addressed in the Timely Communication Taskforce meetings. She noted that when an active shooter is on campus, students who are in the hallways and commons areas should immediately evacuate campus, rather than attempting to enter classrooms or offices. During a fire alarm, all persons should evacuate to the parking lots, instead of near entrances. During a bomb threat, all persons should evacuate to grassy areas and not to parking lots as the bomb may be located in a vehicle. Also, during a bomb threat, all persons should take their belongings with them as an unattended bookbag or purse may be suspected of being a bomb.

Ms. Pittman also noted that the Taskforce will probably recommend putting safety charts into syllabi and reviewing them with students at the beginning of the semester. The Taskforce has also recommended that anyone interested in receiving safety alerts for the campus should sign up for Twitter and *follow* OCCCalerts.

Reminders/Discussion:

- Please send Dr. Tabor your Faculty Recognition Luncheon information by this Friday.
- Dr. Aquino is hoping that by summer of 2011, OCCC will be participating in team-taught courses with faculty at a Columbian university.
- Summer/Fall enrollment for current students began last week. On the first day, 600 students enrolled. This is a record number.
- Thursday, April 8th at 9am there will be muffins, coffee and juice in the division office as we welcome our visiting faculty from Mexico.
- Purchasing/Travel Budgets: with a 17% increase in enrollment over the past year, the college has only experienced a 6% increase in costs.
- CORE Indicators: the addition of three CORE indicators has been proposed. These would include Gen Ed Assessment Results, Three Year Progression Rates, and Graduation Rates.
- Resource Allocation Initiative: The main items chosen to be funded are generally the top 22 overall for the college. Unfortunately, none of the items submitted by our division made the top 22. Dr. Tabor noted that we need to be more strategic about remembering items we would like to request in the future. Please send your requests, as they come to mind, to Dr. Tabor.
- Dr. Tabor has forwarded the division's conceptual wish list for the new building to John Boyd. She announced that OCCC is looking at creating a capital fund to set aside monies for construction. Our division building would be the first to move forward from this fund in the event it is created.
- Policy Changes: #4016 – Academic Integrity. Please submit all documents related to this policy in hard copy format, rather than by email.

Spring Social – tentative date set for Saturday, May 8th.

Guest – Darby Johnsen

The Supplemental Instruction program provides additional instructional support for your classes either inside or outside the classroom. Students are only allowed to work 30 hours per week currently, although that may be changed very shortly to 20 hours per week. For Fall – please have your requests in to Ms. Johnsen by June 1st, allocations will be made in July. The Spring deadline is November 1st. Ms. Johnsen mentioned that there is still some funding available for May/June intersession classes. The earlier requests are submitted, the better. Expectations from students/faculty in the program: Supplemental Instructors must complete the quarterly safety training and sexual harassment training. Faculty are responsible for assuring these are completed on time.

Respectfully Submitted,
Laurie Thornton
Social Sciences Division Assistant