

SOCIAL SCIENCES DIVISION MEETING MINUTES
August 16, 2006

Dr. Yoder opened the meeting with a welcome back for returning faculty and to our new faculty members.

New Faculty: Dr. Bruce Cook, Professor of Psychology
Mr. Yuthika Kim, Professor of Psychology
Mr. Jerry Ludlow, Professor of Sociology
Mr. Markus Smith, Professor of Political Science

Each of the new faculty members gave a brief description of their academic background and returning faculty introduced themselves and gave a brief explanation of their summer activities.

Birthday cake and fruit and coffee were provided by Dr. Yoder in honor of Trish Bilcik and Dana Glencross to celebrate their August birthdays.

Dr. Yoder noted that Faculty Development Plans would be due by the end of September. The plan format can be found in 'Electronic Forms' on the employee home page. A sign up sheet will be available in the division office by the end of next week. There will be a workshop available for new faculty.

Graduate survey feedback handouts were distributed.

The Board has set aside \$30,000 for student success initiatives. Dr. Sechrist wants us to focus on the students that disappear from class and find ways to keep them here and help them be successful.

Professor McCullar suggested a spring workshop for adjunct faculty with full time faculty participating in a round table format on a Saturday from 9:00 – 12:00. Several topics could be discussed such as syllabi development, competency based learning, etc., with two facilitators. Participants could move from one table to another, lunch would be served and a \$100 stipend.

The college will host an Open House for new students the Saturday before classes begin. Each division will have a table by the Com Lab. Cecelia is coordinating this activity and Trish volunteered to assist at our division table. Cecelia will have a drawing for prizes and a candy dish. She had copies of the catalog pages for each program duplicated and they will be available in Plexiglas holders on the table.

Dr. Yoder stated that she had requested 12 flash drives, 1 laptop, 9 PCs from Technology Fees. Please let her know if you need a flash drive or new computer. They will be ordered very soon. Be sure to back up your hard drives and protect equipment from theft as much as possible.

The new phones in classrooms were mentioned. They will be helpful in calling for technology support, security and receiving word of any threats to the college. The question was asked if faculty would be getting new upgraded phones in their offices and Cecelia said she would check on that.

A syllabus checklist has been provided to everyone and Dr. Yoder will be reading over the syllabi of full time faculty and the Chairs and Program Director will read those of the adjuncts to see if they are in compliance.

Dr. Yoder will host a back to school party at the Kingsgate Clubhouse in Jane Carney's neighborhood. The party will be at 6:00 PM on August 25th. Stephanie Hayes and Cecilia Pittman will assist Cecelia with preparations.

- Tuition Fee Waivers were distributed and are due in the office by Friday.
- Turn in syllabi, schedules, and office hours to Mary.
- When you cannot keep your office hours be sure and inform the office.
- When leaving classrooms please turn out the lights and lock the doors if no class is waiting.
- Stephanie Hayes, Peggy Jordan, and Cecelia Yoder are on the Curriculum Committee.
- If you will be attending the Oklahoma Global Education Consortium Conference tell Cecelia by September 7.
- Sexual Harassment Workshop is mandatory. Several WOW sessions will be scheduled. This workshop can also be used for your Safety Training for the quarter so let Mary know if you want the safety credit.
- Travel requests are due by September 30.

Curriculum Committee Proposal Timeline FY 2007

- Recommendation Forms submitted to Dean September 21, 2006
- Forms submitted to Dean of Instructional Resources September 28, 2006
- Forms forwarded to Curriculum Committee Chairperson by Dean IR October 5, 2006
- Final Forms Distributed to Curriculum Committee Members October 12, 2006
- Proposals considered by Curriculum Committee Members October 19, 2006

Our Library representative, Dana Tuley Williams, reported that her office has moved to room 104 in the Library. She has a nice budget for some new books and would welcome ideas. Please use the databases that are provided as the college pays a good fee for their use. She is available for assistance with research websites. Textbooks are kept on reserve in the Library and students may use them for 2 hours.

Meeting adjourned to enjoy birthday refreshments.

Wanda Roepke
Division Assistant
Social Sciences