

**SOCIAL SCIENCES DIVISION MEETING
SEPTEMBER 4, 2007 - Room 1H7 - 12:30 PM**

ATTENDANCE

Richard Anglin	Melinda Barr
Trish Bilcik	Jeff Carlisle
Chuck Carselowey	Bruce Cook
John Ehrhardt	Lois Ganick
Dana Glencross	Ron Gray
Stephanie Hayes	Randy Hopkins
John Hughes	Thomas Jones
Peggy Jordan	Yuthika Kim
Jerry Ludlow	Ray McCullar
Nancy Pietroforte	Cecilia Pittman
Wanda Roepke	Markus Smith
Susan Tabor	Dana Tuley-Williams
Rick Vollmer	

Dr. Yoder opened the meeting with Happy September birthday to Richard Anglin and Jerry Ludlow. Cake will be provided sometime mid-month. She also expressed her thanks to Trish, Bruce, John E, John H, Jerry, Ray, Cecilia and Sue for Assisting with Opening Day. She gave thanks to all those who helped make the back to school party a success and to Dana for her week of chocolate celebrating her birthday. She also gave thanks to Bruce, Ray and Wanda for their work on the schedule and alertness that prevented potential problems.

Anyone planning to attend the Global Ed Conference should send their name in to Dr. Yoder by tomorrow. So far only John Hughes is planning to attend. All travel requests should be in by September 30.

Announcements:

- Developmental Plan meetings – August 27 / September 25
- Turn in syllabi and schedules to Mary
- Turn in online office hours contract
- Turn in outside employment form
- Outcomes Assessment Report due September 14
- Curriculum Committee – Recommendation Forms due October 25.
- Updated 5-Year Plan is due to Dr. Yoder by Wednesday, Oct. 17th.

Dr. Yoder introduced Linda Knox from Math and Science Division and Sara Mathew of Information Technology. She asked them to share experiences as Course Coordinators in their respective divisions. Dr. Yoder stated that she was not suggesting this be implemented in our division but wanted to have the information available. Any decision to ever have Course Coordinators would be made by programs individually and not division wide.

Linda Knox stated some of her responsibilities were to write syllabi and have them printed and ready for all full time faculty and adjuncts. She works with book reps to order department materials and takes technology requests and oversees in-service training at Orientation. She chairs the committee for selecting new textbooks and sees that books are on reserve in the Library. Course Coordination is very helpful in Math when everyone has common syllabi with the same materials presented to each class. Of course, the instructor has freedom in the way the materials are presented.

There are 13 Course Coordinators in Math. It has been a long term program at least more than ten years. Merit pay is the compensation for this assignment.

Sara Mathews said most of what Linda Knox described is how Course Coordinators work in Information Technology. They have taken it a step further in that not only syllabi but also assignments and tests are standardized. This came about from complaints of students that they preferred some instructors because they were lenient or had a more relaxed attendance policy. Other instructors were said to spend extra time in one area and not enough in another so standardization eliminated those situations. They also are creating WebCt courses that are dummy courses to roll over into a course so everyone also has the same online course. Of course there is the possibility that instructors teach to the test and that can be a problem. For upper courses sometimes questions are taken from various teachers to incorporate into tests to make the transition easier for students as they go to upper level courses.

- No report from Lois Ganick
- Dana Tuley Williams asked if you have a Library reserve letter – please return.

Wanda Roepke
Division Assistant