

**Social Sciences  
Division Meeting  
October 5, 2004**

**In Attendance:**

Richard Anglin	Mendy Bergin	Trish Bilcik	Patti Buxton
Jeff Carlisle	Jane Carney	Chuck Carselowey	Martha George
Ron Gray	Stephanie Hayes	John Hughes	Thomas Jones
Ray McCullar	Nancy Pietroforte	Wanda Roepke	Jerry Steward
Jessica Sheetz-Nguyen	Susan Tabor	Rick Vollmer	Cecelia Yoder

**Absent:**

Dana Glencross  
Peggy Jordan  
Dana Tuley-Williams

Welcome by Dr. Buxton with a special thanks to John Hughes and Dana Glencross for volunteering to cover classes for an adjunct with a special need. Thanks also to Thomas Jones for volunteering to serve on the Advisement Task Force.

**Committee Reports**

**PAC** – Mendy Bergin is on this committee. She asks that any questions or concerns be directed to her and she will pass them on to the committee.

**Faculty Development** – Sue Tabor reported that registrations for WOW have been quite good overall. You may pre-register now for courses for Spring. Some courses have been taped and may be available for viewing if you cannot attend during the course time. A scantron machine is needed and anyone with ideas for subjects to be taught should bring them to Sue.

**WOW** – Dr. Buxton reported 17 activities have been offered with 206 enrolled participants representing 96 different individuals. Dr. Buxton reported she attended Jerry Steward's meeting on Sexual Harassment and also conducted a session on Academic Dishonesty. Proposals for new activities are due by October 20. If you forget to pre-register for an activity you may still attend as long as there is space available. The Spanish class will be for beginners and offers fun as well as an introduction to a new language.

**Faculty Association** – Jane Carney says she does not have information back yet about the coke wagon but the estimate is \$900. She also mentioned that she gave a box of out of date textbooks to the Department of Corrections this past week to be sent to Mabel Bassett facility. A staff meeting is scheduled soon and they will advise Jane if there are more needs for these types of materials.

Trish Bilcik asked if the association could help with mats in the classrooms for instructors to stand on while teaching. It is sometimes hard on her back and hips to stand for long periods of time to teach and mats should be very helpful. She will be asking the college about the possibility of providing these mats.

Global Ed: - John Hughes said the committee met and made introductions and brought new members up to speed on committee activities. Any suggestions for Global Education Week would be appreciated.

Gen Ed: Jessica Sheetz-Nguyen reported they have met with their new members and accepted the new statement for the catalog and are working on the objective. Their next effort will be how to add an elective. Ask Dr. Sheetz-Nguyen if you need the form to add a class. Trish Bilcik brought up discussion on Nutrition no longer counting as a Biology course. When changes are made the information is not always given to all who need it. It was suggested that when changes are made within a department that the dean of that department should filter that information to all faculty. Jessica will bring templates that she has to the next division meeting.

Retention: - Dr. Buxton stated that Mark Schneberger is distributing a questionnaire on the Foundation of Success course. Formerly it was called Orientation and it is an orientation class. They are currently discussing which students will be required to take this class in the future. It may be required for students who need one developmental class. Dr. Buxton has minutes of this meeting and will forward them to anyone that is interested.

IAPC: - Chuck Carselowey reported the committee is reviewing procedures from last year. Dr. Sechrist has asked the committee to make recommendations of who might serve on a task force concerning sabbaticals.

Thanksgiving: - Dr. Buxton asked Mendy Bergin to serve once again as chairman of the Thanksgiving Dinner. Mendy agreed to serve and Ray McCullar volunteered to serve with her in seeking out door prizes. Dinner will be served on Thursday, November 18<sup>th</sup>.

Multi-Media: - Dr. Buxton will meet with Tim Whisenhunt and Jim DeChenne this afternoon regarding equipment needed in our classrooms. Faculty was asked to make a list of equipment they felt was needed.

International Flag Dedication: - Will be held on November 17 in the atrium of the main building. Sixty flags representing our International students will be dedicated. These flags will be updated yearly. Faculty is invited to be present.

Election Reminder: - Jerry Steward stated that State law prohibits the use of a state employee's time, energy, computers, supplies, equipment, etc. for the purpose of providing support to a specific political candidate or issue.

Outcome Assessments: - Dr. Buxton expressed her appreciation for a job well done. The 5 year plan updates on November 1. You can take off 03/04 and add 08/09.

Fall Breakfast: - Dr. Buxton will be providing a breakfast for the division within the next few weeks. Discussion was held as to when and where with the final decision left to her.

Dr. Buxton announced that Dr. Todd will be coming to visit with the division on October 19<sup>th</sup> from 12:30 to 1:30 in 1H2.