MINUTES OF THE BEHAVIORAL SCIENCES DEPARTMENT
October 28, 2011

Members Present:

Haydn Davis                          Susan Miller
Phil deBarros                       Anne-Marie Mobilia
Jim Eighmey                         Roger Morrissette
Dillon Emerick                      Megan Novy
Craig Forney                        Betsy Pain
Kathy Grove                         Cynthia Perry
Janis Kellgren                      Fred Rose
Lee Kerckhove                       Marion Ross
Betty Kiehl                         Zack Seech
Kalyna Lesyna                       Jacquelin Smith
Hal Lingerman                       Katie Townsend-Merino
Michael Lockett                     Judy Wilson
Maria Miller                        Kathy Young

Members Absent:

The meeting was called to order by Department Chair Haydn Davis at 11:00 a.m.

News from Division Meetings

SLO’s - it is important that we complete the process of Student Learning Outcomes (SLO’s). Each course’s SLO’s must have all its means of assessment completed by the end of this semester. Meeting the state deadlines is very important in order to avoid being put on an ACCJC warning list. Katie stated that all community colleges are reassessed each fall for their level of compliance with this process.

Department Issues

Evaluations/Preferential Consideration List – See section 20.10.1 of the District PFF Agreement. Chair will provide copies, if requested.

Instructor Issues – It is necessary for faculty to include at least one SLO on their syllabus each semester. You can find the SLO’s for each course in the Outcomes Database (aka TracDat). Student Learning Outcomes for programs should be taken from the SLO’s of courses within the program.
Along with at least 1 SLO on each course syllabus, faculty should include in their syllabi their policies regarding academic integrity and behavior. It was also suggested that syllabi state the full consequences of plagiarism and that acts of plagiarism, when they occur, be reported to Sherry Titus.

F vs. FW - There was discussion regarding the F vs. FW designation. It is best to think of the FW as “failure to withdraw.” In other words, an FW can be given when someone stops coming to class. An FW is counted as an F but the student can, if the instructor agrees, petition to have the FW changed to a W.

Repeatability of courses - A new district policy allows for a class to be taken only three times. Some implications of this new policy were discussed. The new census date has been shortened; after which an evaluative grade must be given. The implications of this for faculty and students will be discussed throughout the semester.

Email addresses - part time faculty may have several email addresses. If they prefer, they can forward their Palomar emails to an email address of their choice, see http://studentmail.palomar.edu/ForwardingEmail.pdf

PRP (Program Review and Planning) – the PRP must be revised every semester, by discipline, then by the department as a whole. The Instructional Planning Council (IPC) evaluates all PRPs and all requested resources (equipment, new faculty, and so on) must be on this form. All discipline PRPs are linked on our Behavioral Science website.

AA-Transfer Degrees – the Behavioral Sciences Department developed the first two campus AA-Transfer degrees; one in Psychology and one in Sociology. The transfer degrees for Anthropology, Philosophy, and Religious Studies are in process. These degrees are designed to facilitate transfers to four year colleges. The CSU system will be participating. These degree programs should streamline the process for students getting into the CSU system and give them priority in transferring.

Other – The purchase of a white board which would be placed in one of the department lounges was discussed. Additionally, the Anthropologists will determine what will be put in the glass cases in one of the lounges.

Short Reports/Announcements:

Judy Wilson – Courses in Basic Skills will be offered through Learning Community Classes with the objective of assisting students to reach skill levels of transferable
college courses. This spring some of these courses will involve reading and library research. Some of the benefits of Learning Community courses are that the number of students in the classes is smaller, and that there are some funds to work on creating the classes and to hire tutors to assist students.

Anne-Marie Mobilia - Anne-Marie suggested that faculty utilize a free opportunity to use “Films on Demand” available on the Palomar website [http://www.palomar.edu/films](http://www.palomar.edu/films) to use in online classes. It is expensive to buy films outright and this program will allow faculty to embed portions of films in their online material. Anne-Marie will email the library to encourage this valuable subscription.

Michael, Dillon, Zack, and Lee - a discussion ensued regarding the criteria of how courses are added to the schedule of classes. Are courses added according to student demand or student need? Who makes these decisions and is faculty involved in the process? It was suggested that a letter be drafted to the Faculty Senate and also to the Dean articulating these questions; not only stating the problem but possible solutions to them.

The meeting adjourned at 12:30 pm.