



EDISON STATE
COLLEGE

Social Sciences Department
October 12, 2012
Minutes

	Present	Absent	Excused
Mark Herman	x		
Sabine Maetzke	x		
Terri Heck	x		
Brian Page	x		
Laura Weir	x		
Rodney Dennison	x		
Kathy Clark	x		
Cynthia Chause	x		
Phillip Wiseley	x		
Harold Van Boven	x		
Mark Cole		X	
Jared Bartels		x	
Thomas Donaldson	x		
Sheila Seelau	x		
<u>Eric Seelau</u>	x		
ADJUNCTS			
Thomas Stahl			

AGENDA ITEMS:

- I. Assessment process- The current process for implementing assessments was discussed. The department agreed that the current process was working and that no changes were necessary. The draft of the assessment memo and sample scantron sheets was distributed.
- II. Chair Job Description update- Kathy distributed the two draft Chair job description models. Each of the models was discussed. It was noted that the Chairs would be discussing the models in their monthly Chair meeting and that the plan was for the Chair model to be vetted through the Deans and the Senate.

- III. Syllabi issues – some issues discussed concerning syllabi include the need to ensure that assessments listed in the learning outcomes/assessments (part IV of the syllabus) were being actually being implemented in the courses.
- IV. QEP Training Sessions – It was noted that the QEP training sessions can be located at the TLC website. Training sessions are offered on each campus and a daylong session for QEP training will be held in December on the Lee Campus.
- V. Other: Course Substitution Forms and Course Waiver forms can be found at <http://www.edison.edu/registrar>. Brian discussed the state's new general education plans and provided materials from the government website (www.leg.state.fl.us/Statutes). Brian also distributed minutes from the General Education Steering Committee.

DRAFT