Department of Social Sciences  
February 12, 2016  
Minutes

Attendance: Brian Page, Sheila Seelau, Eric Seelau, Terri Housely,, Sabine Maetzke, Harold Van Boven, Phillip Wisely, Matthew Vivyan, Mark Herman, Thomas Donaldson, Dawn Kulpanowski, Leslie Bartley, Jacquelyn Davis.

Excused: Bruno Baltodano

Guests: Robert Anderson, Mark Lupe, Susan Marcy, Valerie Miller

1. Legal Counsel/Workers Compensation: Mark Lupe, Susan Marcy, and Valerie Miller visited to review the process for worker’s compensation.
   1. Presentation on Legal Counsel responsibilities (risk management, etc). This includes workers comp/claims reporting.
   2. Stressed the importance of using legal as a resource and the importance of making claims if occurs on the workplace premise (taking a fall for example/if you tell anyone its notice to the college).
   3. Hand-out distributed
   4. Information online General Counsel.
2. Canvas
   1. Dobin Anderson gave a presentation on switching the interface of canvas which will change the look of canvas to be more mobile friendly.
   2. Demonstration. New Dashboard
   3. Questions and Discussion regarding its use and impact
      1. Everything else remains the same internally.
      2. Will go live day after final exams for spring.
      3. Webinars will be setup if you would like to be more comfortable.
      4. No new ap, but rather go directly to the website.
      5. New feature allow the use of a stylus to annotate papers, etc….
   4. Change to online proctoring service. Moving to new service (preferred partner with canvas). Will no longer have to fill in proctored exam form.
      1. Can use for ground classes, but there would be a $25 fee.
3. Schedule
   1. Overview of the Fall 2016 schedule.
      1. Inquiry whether or not schedules on Charlotte and Collier schedulers have been in contact with faculty.
         1. Leslie planned to contact Mary.
         2. On Charlotte conversations with Ellen have been ongoing.
   2. Deadline for Load sheet is February 26
   3. Ad-hoc scheduling committee has been established
      1. Sabine noted they are working on establishing a process and a COP.
      2. Question proposed if there is a process to determine when it might be necessary to add classes.
      3. New system may be able to help eventually determine when and what classes to offer (number of offerings, time of day, etc).
4. Syllabus Revision
   1. Reminder of the upcoming May 1 deadline for syllabus revisions for general education.
   2. Department indicated aware and currently in the process of completing revisions to meet the deadline.
5. New Courses
   1. Discuss whether or not the department should establish a process of adding new classes.
   2. Chair is required to sign the form before submitted to curriculum
   3. Department decided formal process to bring new courses before the department for a simple majority vote before signed by the chair.
6. Other Business
   1. Community of Practice
      1. Matt Viviyan agreed to lead the next C.O.P.

The Meeting Adjourned at 3:30pm.