Department of Social Sciences  
April 8, 2016

Attendance: Eric Seelau, Sheila Seelau, Bruno Baltodano, Mark Herman, Phillip Wiseley, Harold Van Boven, Sabine Maetzke, Brian Page, Jacquelyne Davis, Matthew Vivyan.

Excused: Terri Housely, Dawn Kulpanowski, Thomas Donaldson

Meeting started 2:30

1. Assessment

* Learning Assessment Committee: Eric Seelau provided a brief overview of the course level assessments for the department over this academic year.
* Dr. Seelau provided the department with a summation of the forthcoming year-end reports for AMH, PSY, DEP, POS, and ECO.
* Discipline representatives will be contacted for their input on the finalization of 2015-2016 assessment reports.
* Professor Page noted it was time to consider the appointment for a representative to the Learning Assessment Committee. Professor Donaldson’s term has ended. He was however willing to serve another term.
* Motion made to elect Thomas Donaldson as the second representative to the committee from the Department of Social Sciences was unanimous.
* The Department thanked Professor Donaldson for his continued service.
* Professor Page reminded the department to provide Dr. Seelau with the information requested to finalize the assessment reports.

1. Scheduling

* Professor Page reminded the department to review the schedule for the Fall term and report any problems or inconsistencies.
* The department identified no problems with the Fall schedule at this time.

Assessment Reports

1. Course Proposal

* Professor Page informed the department that Ralph Rhea would like to propose a new Introduction to Archeology for consideration.
* The department affirmed their commitment to reviewing new courses before sending the course proposal along to the chair for approval.
* Professor Rhea could submit the proposal to the department via email for advanced consideration.
* Professor Page indicated he will request the course proposal information for Professor Rhea to be presented to the department.

1. SEI Evaluations

* Professor Page reminded the department that full time faculty will only be required to distribute the new SEI evaluation in the Fall. Professor Van Boven had noticed the SEI evaluations were showing up in his portal for the Spring. This information was reported to Dr. Van Gaalen. He confirmed that full time faculty were to be evaluated only in the Fall. The problem was being corrected.
* A brief discussion on the timing and frequency of the evaluation followed. Discussions ranged from being evaluated every semester to choosing which semester to be evaluated.
* Professor Page reminded the department that the evaluation and portfolio process is currently under review. He noted that everyone should be receiving a survey from the Faculty Senate, which everyone should complete.

1. Syllabi Revisions for New General Education Requirements

* Professor Page reminded the department of the upcoming deadline for syllabi revisions for the new general education competencies before the end of the semester.
* The department confirmed they were aware of the deadline and most syllabi should be completed by May 1.

1. Textbook Adoptions

* Professor Page reminded the department of the upcoming deadline for textbook adoptions.
* Psychology faculty noted they were backing off on the use of requiring the access code for PSY.
* A brief discussion followed. It was noted that textbooks could possibly be part of course and/or class lab fees. This is the route some schools were taking.
* The adoption of a new text for DEP will take place next year.

1. Budget

* Dr. Alford is finalizing the budget. Therefore, if you have any items for a “wish list” please let either Professor Page or Dr. Alford know as soon as possible.
* A brief discussion followed.
* Several members of the Lee Campus noted the usefulness of having a Social Sciences lab and/or a space for the Social Sciences. This could be used for more advanced and hands-on studies in the Social Sciences – computers and technology.
* Members of the department also expressed a need for a place for make-up exams. Currently on the Lee Campus in the Social Sciences/Business Hallway space is limited and it is becoming problematic at times when multiple students are waiting to meet with instructors and/or complete make-up exams. This could be solved with a Social Sciences Space.

1. New Business

* Professor Baltodano requested advice for dealing with a “difficult” student. This was not so much in the classroom, but rather in response to a series of confrontational emails that was creating a tense environment for teaching in the classroom.
* A discussion on Early Alert and BIRT followed. Professor Maetzke discussed the process and encouraged this information to be reported.

The meeting adjourned.