Department of Social Sciences  
Minutes  
September 9, 2016  
9:30am

Attendance: Eric Seelau, Sheila Seelau, Jacqueline Davis, Lauren Madak, Leslie Bartley, Thomas Donaldson, Bruno Baltodano, Mark Herman, Matthew Vivyan, Brian Page, Terri Housely, Sabine Maetzke, Philip Wisely, Harold Van Boven.

Excused: Dawn Kulpanowski

Guests: Joseph Van Gaalen, Martin McClinton

1. Assessment

* Eric Seelau, Assessment Coordinator, provided an overview of the past year, and introduced Joe Van Gaalen
* Joe Van Gaalen on assessment: provided a brief overview of what other faculty are doing with assessment.
  + 1. Why assessment? SACS and learning about yourself and teaching
    2. Dual Enrollment remains important
    3. Examples of how different assessment can be:
       1. Math department – dual assessments – different versions of the same test.
       2. English department – moments recognize a common problem – things you notice. So, for example, grammar and mechanics. High performing students – actually average in grammar and mechanics.
       3. Humanities Department – only have department assessment in the spring. Allows time to work on other courses
       4. Speech Department – examining a speech at the end and took common rubric outlines and speech – examining whether growth from outlines to speech.
       5. Courses esp geared to math, etc – one course feeds into another. So, for example, in foreign languages – first section of class and give sample of previous exams to determine how well students learned information from previous course. This Works with sequential course – Spanish I, II, III, etc…
* Questions from the department followed
* Prof. Houseley inquired how it was determined if an assessment was indeed common
* Dr. Van Gaalen provided a discussion of Item analytics and point by serial.
* Question from Dr. S. Seelau regarding Point by Serial. At a previous institution they ran multiple-choice Scantron exams and could get point by serial. Just for an individual instructor do not have access to that type of machine. She wanted to know whether faculty could ask the assessment office for individual things.
* Dr. Van Gaalen responded that yes it was possible, but it certainly would depend on the volume of requests.
* Question from Dr. Maetzke regarding SPSS – Could we get SPSS on faculty computers?
* Discussion followed. It was noted that a student version was available. Dr. S. Seelau indicated she had inquired earlier with Susan Hibbard who stated that IT could put this on your computer. Dr. Seelau noted she would follow up with the information.
* Eric Seelau will be following up on assessment in the next few weeks – if you ideas on something different please let him know.
* The department thanked Dr. Van Gaalen for visiting there meeting

1. School Structure

* Professor Page informed the department that he is scheduled to meet with the other chairs and Dr. Stewart next week to report back on faculty input on the school structure.
* The department reiterated the motions passed in the last department meeting.

1. New Faculty

* Professor Page noted that Dr. McClinton did inquire about the need and justification for new faculty. Professor Page indicated that he requested a new Economics Professor. Currently there are 34 sections with only one full-time instructor. The position of Dr. Clark was never filled. Professor Page indicated he believes the position is still listed.
* The department supported the need for a new Economic professor.
* The department also noted they could use a new full-time History, Psychology, and Sociology instructor to meet student and college demands.

1. Textbook Selections

* A discussion on the use of textbooks in the class followed. It was noted that Dr. McClinton had recently expressed evaluating the need for textbooks and online supplementary sources.
* At this time, Dr. McClinton visited the department meeting. After asking if it was acceptable if he stop by (which all agreed he was welcome anytime) a discussion on the need and use of textbooks followed.
* Faculty inquired on the need for required texts. It was agreed that in some instances a text may only need to be recommended. And that while it was good to have a text available for student and potential new adjuncts it was not always necessary to teach the class.
* A discussion on the use of online supplementary material followed. The faculty discussed the challenges of using this material, which did not always work well, and increased the cost for students.
* The Psychology faculty who are currently using an online package noted that they certainly could develop their own supplementary materials that would be just as good.
* It was also noted that the constant need to redevelop online shells to accommodate new editions may not be sustainable. While it may be more work, developing a shell with one’s own instruction material may minimize the cost to the college and students.

1. Spring Schedule

* The Interim Dean provided an overview of the process of developing the spring schedule. The goal was to make sure there were common start times and that classes were distributed throughout the day. He noted that in some instances class offerings were compressed when enrollments were low.
* He noted that there may be some nuances overlooked and that he was open to suggestions that could be justified.
* A discussion on the recent request to take on extra students. Dean McClinton noted that he was open to increasing enrollment to 50 students in some cases based on the class, instructor, and room space.
* Faculty inquired about the possibility of combining sections in large lecture halls.
* Dean McClinton noted that he was not certain, but it would have to follow the CNA.
* The faculty thanked Dr. McClinton for visiting the department meeting.

1. Online Course Development

* Professor Page indicated that online course development is scheduled for WOH and DEP this academic year. He noted that currently that process for development is moving along the same process as previous years, but the allocation of funds for course development is currently under review. Online has been restructured and the Dean is concerned about the need for redevelopment based on new textbook editions and the ability to fund these redevelopments.
* This makes the conversation on textbooks that much more important.

1. General Education Syllabi Submissions

* Professor Page reminded the Department of the October Deadline for submission of the General Education worksheet for syllabus revisions. Those received after the deadline will have to go through the traditional curriculum process.

1. Community of Practice

* Dr. Baltodano has agreed to lead our next Community of Practice covering his recent research in Nicaragua

1. New Business

* Questions regarding the decision to refresh the offices in K
* Professor Page indicated that the process is scheduled to move forward and more information should be forthcoming.

The Meeting Adjourned