**Department of Social Sciences**

*Friday, October 13 2017  
Lee I-223  
Charlotte O-118  
Collier M-201*

**Minutes**

**Attendance: Brian Page, Terri Housley, Bruno Baltodano, Sheila Seelau, Eric Seelau, Dawn Kulpanowski, Lauren Madak, Leslie Bartley, Jacquelyn Davis, Philip Wisesly, Mark Herman, Matthew Vivyan.**

**Excused: Harold Van Boven, Sabine Maetzke, and Thomas Donaldson**

**Guest: Deborah Teed**

1. Dean

* Dr. Teed visited the meeting to thank the faculty for being responsive to the needs of FSW students after the recent Hurricane.
* She provided brief updates regarding work orders, portfolios, and Elearning.
* With regards to portfolio deadlines and the collection of artifacts, she reminded faculty of the support provided by the TLC.
* She noted that with the new director of Elearning there will be some changes and new deadlines.
* She also briefly mentioned the importance of the textbook adoption process and the ongoing discussion of textbook affordability and consideration of open source materials.
* The faculty thanked Dr. Teed for taking the time out of her schedule to visit with the department.

1. Textbooks

* Dr. Page informed faculty of the new requirement to keep textbooks for at least three years.
* A discussion on the use and viability of open source material followed.
* The Faculty will continue to consider how they can balance the need for good resources with textbook affordability.

1. Assessment

* Dr. Eric Seelau provided the department with an overview of this year’s assessment goals.
* He noted the new process for General Education assessment is to be randomly selected. Currently no courses in the Social Sciences are to be assessed this year
* Dr. Seelau encouraged faculty to let him know of the good things they are doing with assessment. These activities can be highlighted in the assessment newsletter.
* If you want to consider running your assessment online let him know as well. This would minimize the need for distributing assessment material in the classroom. Disciplines could also begin thinking about how they may want to develop assessment measures to be given online.
* He reiterated the importance of revamping our assessment measures and tools.

1. Mentors

* The department discussed the mentoring process for adjuncts. Volunteers were encouraged. Given that the process has now been more formalized, it should be easier to serve as a mentor with clear goals and expectations provided.
* The department indicated their willingness to serve. Dr. Page will begin formulating a list and assigning mentors.
* A discussion of the mentoring of off-site Dual Enrollment faculty followed. The department agreed to move forward with the appointment of a Dual Enrollment Coordinator to oversee the mentoring and professional development for DE faculty. Dr. Vivyan volunteered to serve.

1. New Business

* There was no new business. The meeting adjourned.