**Department of Social Sciences**

*Friday, February 9, 2017*

**Minutes**

Present: Sheila Seelau, Terri Housley, Sabine Maetske, Mark Herman, Leslie Bartley, Lauren Madak, Thomas Donaldson, Brian Page, Randy Moffett, Harold Van Boven. Janelle Christian, Karyn McDaniel, Ingrid Arguelles

Excused: Dawn Kulpanowski (Family Emergency), Jacquelyn Davis (Dissertation), Philip Wiseley (Family), Eric Seelau (Sick), Matthew Vivyan (Teaching Observation off-site), Bruno Baltodano (Class).

**Minutes**

1. Guest: Stella Egan, Office of Sponsored Programs
* Stella Egan and Joseph Van Gaalan visited the department.
* They provided an overview of the support provided from the Office of Sponsored programs to support faculty in search of grants. This is for activities outside of the college. They also reviewed the webpage were information can be located. For support, faculty must contact the office at least 10 days in advance. The office will also provide faculty with a list of potential grants in their field.
* They reviewed the different categories of the ARC grant. There is a rubric for each category.
* In addition they will be sponsoring a poster session in April from faculty and students to high light their research. They plan to do this twice a year.
* A brief overview of the IRB board was noted.
* Faculty noted those doing research should keep in mind that there is a brief training session that will need to be completed.
* A question was asked regarding adjunct participation. While the ARC grant is for full time faculty, part-time faculty can team up with full-time to receive possible funding. Adjunct faculty can, and are encouraged, to participate in the poster sessions the Office will be sponsoring.
1. Civics Literacy Update
* An overview of the decision on the civics literacy requirement was provided.
* It was noted that option to test out did suggest that the requirement may not have an impact on the general education program, depending on how the college decides to develop and implement the test.
1. Portfolio
* Form due on February 23.
* Those up for comprehensive review are scheduled to complete their portfolio on the 12th.
* Adjunct faculty portfolios are due on the 23rd as well.
* Dr. McDaniel inquired whether or not it matter which syllabus was uploaded. It was noted that the course is not up for review but rather this was an opportunity for individual faculty to highlight what they were doing in the classroom. Sample material is all that is needed.
1. Mentoring Process
* As discussed previously, mentors for adjuncts up for review will be assigned in the Spring. This way the department can get out in front of the process and not find themselves completing observations at the last minute.
1. Open Educational Resources
* Dr. Page discussed the summit on OER attended this week.
* A discussion on OERs followed.
* Psychology is currently considering the possibility of open resources.
* Given that the edition is changing this year, the department may adopt the new edition with the intent on switching to OERs to allow time to develop and identify supplemental material.
1. Textbook Adoptions
* Faculty were reminded of the upcoming deadline for textbook adoptions.
1. Guest: Dr. Rozalind Jester, ELearning
* Dr. Jester visited the department to go over the changes for Elearning.
* There is a new process for course development that links compensation to the rubric.
* The proposed new eLearning coordinator position was discussed