**Attendees**: Terri Housley, Bruno Baltodano, Matt Vivyan, Mark Herman, Phil Wiseley, Camille Drake-Brassfield, Juan Carlos Ginarte, Leslie Bartley, Dawn Kulpanowski, Jacque Davis, Sabine Maetzke, Lauren Madak, Sheila Seelau, Eric Seelau, Brandon Jett, Randy Moffett, Harold Van Boven, Alexandra Nikishin, Terri Taggart

*\*NOTE: Sheila Seelau volunteered to take the meeting minutes*

1. Welcome back & Introductions
2. **Interim Chair of Social Sciences** = Terri Housley
3. **New Social Science Faculty!**
   * Camille Drake-Brassfield – Psychology (Hendry/Glades—Clewiston)
   * Juan Carlos Ginarte – Economics (Lee)
   * Brandon Jett – History (Hendry/Glades—Clewiston)
   * Alexandra Nikishin – Economics (Collier & Online)
   * Terri Taggart – Psychology (Hendry/Glades & Lee) – Temporary full-time
4. Important Info and Updates:
5. **Faculty Evaluation Plan (FEP) ePortfolioTimeline**

* Dean Teed emailed this to affected faculty (8/9/2019)
* See instruction below on how to access further information and instructions
* **Faculty up for comprehensive review:** T. Donaldson, E. Seelau, S. Seelau
* **Faculty up for Initial Granting:** L. Bartley
  + **Subcommittee to review Dr. Bartley:** J. Davis, S. Maetzke, M. Vivyan

1. **Academic Committee Meeting Schedule 2019-2020**

* Attached to Prof. Housley’s email of 8/13/2019; also see below to access
* **Social Science department meetings** will be held the Second Friday of the month from 9:30am-11:30am (Lee: I-223, Charlotte: E-105, Collier: M-201; Hendry/Glades: TBA)
* **4th Fridays** are reserved for Professional Development opportunities sponsored by TLC

1. Reminders

* Send syllabi to Dr. Housley this week [thousley@fsw.edu](mailto:thousley@fsw.edu)
* Send Office Hours Template to Wendie Thompson ([wendie.thompson@fsw.edu](mailto:wendie.thompson@fsw.edu))
* Special Election—Chair of Social Sciences
  + Former Chair B. Page is now the Associate Dean of AHSS; a new chair must be elected
  + Continuing Contract faculty are eligible; faculty may nominate themselves or another
  + This is for a 3-year term to begin immediately, Fall 2019
  + Letter of notification/nominations due to Dr. Eileen DeLuca by **Thursday 8/15/19**
  + The senior faculty member (Dr. Herman) will distribute ballots with voting deadline
* Other info/business
* Prof. Housley summarized ongoing mental health initiatives designed to increase awareness and decrease stigma:
  + Mental Health Advisory Group (Co-Chairs: Dean Mark Bukowski, Dr. Wendy Chase, Dr. Housley);
  + FSW chapter of Active Minds - student organization (Faculty Advisor T. Housley);
  + Mental Health First Aid: Several faculty have completed an 8-hour training course to become certified in MHFA – first-line responders for those with mental health needs. Four faculty received funding in Spring 2019 to become MHFA trainers, and are conducting Professional Development workshops starting this semester. Human Services is also designing an 8-week 1-credit course to provide MHFA training.
* Donations to the Jim Langlas Memorial Gazebo (Charlotte campus) may be made through the FSW Homepage > $Donate on top line; Choose *Other* and write in “Langlas Memorial.” [S. Seelau reporting from Faculty Senate]
* 2 new committees are forming: **OER** (Open Educational Resources) chaired by Arenthia Herron, and **Calendar** chaired by Dean McClinton. Faculty Senate President Martin Tawil will send an email for faculty to sign up. [S. Seelau reporting from Faculty Senate]
* Standing committees that need a Social Science representative: **QEP** = Quality Enhancement Plan (Chair Dr. DeLuca); and **General Education** (Chair Don Ransford)

Next meeting is **Friday Sept. 13 at 9:30 in I-223**

Meeting adjourned.

**FYI for new faculty—How to find these documents**:

|  |  |
| --- | --- |
| -Duty Days  -Official College Calendar  -Academic Calendar for Faculty   * Go to [www.fsw.edu](http://www.fsw.edu) * Click FSW Calendars | -Faculty Evaluation Plan (FEP)  -Updated Syllabi Templates  -Collective Negotiations Agreement  -Academic Committee Meeting Schedule   * Log-in to the Portal ([www.fsw.edu](http://www.fsw.edu)) * Document Manager (top to the right) * VP Academic Affairs * Click on specific folder (e.g., 2019-2020 Syllabi Templates, Faculty Evaluation Folder, Collective Negotiations Agreement, Academic Committees) |