**Social Sciences Department Meeting Minutes**

**Friday, September 13, 2019**

**9:30am-11:30am; I-223 (Lee)**

Polycom: Charlotte E-105; Collier M-201; H/G A-106

Attending: Chair Terri Housley. Bruno Baltodano, Leslie Bartley, Camille Drake-Brassfield, Jacqueline Davis, Tom Donaldson, Juan Carlos Ginarte, Mark Herman, Brandon Jett, Dawn Kulpanowski, Lauren Madak, Sabine Maetzke, Randy Moffett, Alexandra Nikishin, Jason Scott, Eric Seelau, Sheila Seelau, Terri Taggart, Harold Van Boven, Matthew Vivyan, Phil Wiseley.

Minutes prepared by: Sheila Seelau

Drs. Teed & Page attending. Announcements:

* Dr. Teed invited faculty to participate in Brain Bowl. Tom Donaldson volunteered.
* Drops/late adds due to financial aid status has been cleaned up.
* OBOC – anyone interested in serving on the committee for next year please let Dr. Teed know. Will use Harari’s book again.
* Faculty mentors are needed for new FT and PT faculty. Training for mentors is provided by TLC (Myra Walters).
* Spring schedule requests and changes go to Bonnie Lawler.

**1. Assessment update**—Eric Seelau, Assessment Coordinator for Social Sciences

* *General Education Competencies* are assessed in rotation, two per year. This year *Research* and *Analyze* competencies will be assessed. [Does not apply to any of our courses.]
* All faculty should create an assignment that directly assesses the GE Competency listed on the course syllabus for each course you teach.
* Exemplar assignments are being posted by Assessment Committee on their website. If you have one to share, send to Eric Seelau.
* Committee is evaluating how well the assignment meets the rubric standards for the competency. Eric will send link to faculty to access rubrics.
* Providing feedback to instructors is currently under discussion.
* *Course level assessment:* 7 courses are assessed each semester (due to Dual Enrollment) = PSY 2012, DEP 2004, AMH 2010, AMH 2020, ECO 2013, ECO 2023, POS 2041
* Assessment Goals must be submitted for each course.
* If updating assessment instrument(s) for Fall 2019, get it done soon and send to Eric. He will distribute to all faculty teaching each course, including adjuncts.
* Psychology faculty have completed a new assessment for PSY 2012 which will be available for Fall 2019 use.
* Tom Donaldson is leading development of new assessments for AMH 2010 and 2020 which will be finalized by FT History faculty in time for Fall 2019 use.
* There is a movement toward completing course-level assessments on Canvas. If on ground, a packet will come to you from Assessment office (Joe Van Gaalen) to complete in class. Currently, instructors must opt out of ground assessment; let Joe know if you will be completing course assessments online.
* If administering on Canvas, instructors should discuss and set standardization guidelines: Time limit? Can students use resources or not? Talk with fellow faculty this semester to increase consistency in process.
* To put a common course evaluation into Canvas Commons for easy download to all sections, instrument must run through Respondus. Leslie Bartley (E-Learning Coordinator) can help prepare your documents and run through Respondus to upload to Canvas Commons.
* Do NOT re-order questions or response options on common course assessments! Must be able to compare across sections.

2. Adjunct Mentors (Terri Housley)

* Terri just got a new list from Dr. Teed of adjuncts who need mentors from among the FT faculty. Keep an eye out for a recruiting email.
* Mentoring carries a $150 stipend per mentee, per academic year. Stipend is paid after completed forms are submitted in the spring.
* Responsibilities for adjunct mentors: Email mentee once a month; complete classroom observation with form – to be submitted end of spring to (Rebecca Yost).

3. Five-year course deletions

* *AMH 2070 Florida History* – Keep (Jett). Brandon Jett will update with Course Change form to Curriculum Committee. Seek approval from Dr. Teed to extend deadline to update this course, to offer in 2021-22.
* *INP 2390 Human Relations in Business and Industry* – Keep (Maetzke).
* *SGY2430 – Marriage and the Family* – Delete (Wiseley).
* *WOH 2910 Undergraduate Research*. Keep (Herman). This is used for honors thesis.
  + Follow up: Talk to Wendy Chase, Honors Director – Can these courses be created by Honors program as needed?

4. Pathways    
Under discussion. Terri will email more info as it comes to her.

5. National Society of Collegiate Scholars (NSCS) needs a faculty advisor!

Replacing Dr. Page. Let Terri know if you’re interested.

6. Other: Randy Moffett volunteered to be new General Education Committee representative for Social Science (as Brian Page stepped down)

Department meeting was directly followed by:

**Social Sciences Community of Practice:***Inequality*(Based on OBOC); Led by Juan Carlos Ginarte