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**Social and Human Services Program**

**Faculty Planning Meeting**

April 2025

**Agenda/Minutes**

Attendance:

Cristy Estes- Program Director

Janetta Mullins- Program Coordinator

Bridgette Malchow- Faculty

**This is the last meeting for 24/25. Meetings will resume in August 2025**

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| **Agenda/Summary** |
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| The meeting covered various administrative and academic matters, including course reviews, upcoming events, and personal schedules. The team discussed enrollment, grading, and teaching strategies, as well as preparations for the commencement ceremony and summer work arrangements. They also shared personal experiences related to student stress and academic challenges, and addressed technical issues regarding course visibility and access.Cristy Updates Team on HLC and CourseCristy, Bridgette, and Janetta had a brief meeting before the summer break. Cristy confirmed that they did well HLC. HUS 1001 Introduction to Human Services course was under internal course review. She also mentioned that she would provide Bridgette with a textbook for the online course. The team discussed the need for citations for external videos used in courses, with Cristy offering to provide guidance on how to do this.Rubrics and Course Master UpdatesCristy discussed the need for rubrics in assignments to ensure students understand their expectations. She shared her experience with a large class and the importance of flexible rubrics to accommodate different student abilities. Cristy also mentioned the need to update course masters for the upcoming fall semester and expressed satisfaction with the current enrollment numbers. Bridgette and Janetta agreed to consider offering online and in-person classes for the spring semester. |