

***Minutes of the Behavioral Sciences Division Meeting
October 26, 2007; Academic-Technical Building Room 211***

<i>Agenda Item</i>	<i>Discussion/Action</i>
Minutes	The minutes of the September 21, 2007, Behavioral Sciences division meeting were approved as circulated.
Committee and activity reports	<ul style="list-style-type: none"> • A report from the October 5 Faculty Council meeting, included with materials for the meeting, was reviewed and discussed by Pat Lefler and Laura Williams (members of Faculty Council). • Maria Rutherford encouraged faculty to submit nominations to the Faculty Awards Committee for the New Horizon Award of Excellence and for the National Institute for Staff & Organizational Development (NISOD) award. • Pat Nation, BS division representative to the Admissions and Academic Standards Committee, solicited discussion and feedback regarding academic advising. Discussion centered around whether advising should be mandatory for students and the desirability of faculty having assigned advisees. • Kelly Hagan, BS division representative to the Curriculum Review Committee, reported that CRC materials will be posted on-line for faculty who are engaging in program development activities. • Laura Williams, BS division representative to the Rules Committee, solicited feedback regarding the question of whether a student who is withdrawing from the College must acquire faculty permission to withdraw on a course-by-course basis. Mike Binzer, Faculty Council Chair, asked that the academic divisions discuss the pros and cons of the issue with regard to students.
Division supplies	Behavioral Sciences division supplies are stored in the cabinet in the A-T 202 suite.
Assistant Dean search	Pat Lefler's three-year term as Assistant Dean will end May, 2008. The next Assistant Dean for Behavioral Sciences will have a three-year term. Dr. Hellmich, Dr. Carey, and Dr. Nicholson soon will appoint division chair search committees.
Advisory Committee meetings	<ul style="list-style-type: none"> • Tricia Mosby and Maria Rutherford reported on their October 25 IECE Program Advisory Committee meeting. Advisory committee members provided advice and guidance on the program handbook and on IECE policies and procedures. • Pat Lefler reported on the October 16 Education Program Advisory Committee meeting. Advisory committee members recommended that the program pursue the idea of a certificate that would combine paraeducator training and nurse aide training for those who want to work with special education or medically fragile students in classrooms.
Education program	<ul style="list-style-type: none"> • Landrea Miriti, mathematics faculty member, has assumed the role of program coordinator for the Education program. • Landrea Miriti and Pat Lefler have met with representatives from Asbury College regarding the development of an articulation agreement between the AAS in Education programs and the Asbury College ACHIEVE bachelor's degree program in Elementary Education.

Announcements	<ul style="list-style-type: none"> • Sabbatical leave requests will be due December 7, 2007. The sabbatical leave application was included with the materials for the meeting. • Faculty who plan in-state non-compensated or non-reimbursed travel should submit a leave form and use the “OT – Official Travel” category to report official travel. • Information about developments in BCTC’s technology was included with the materials for the meeting. <ul style="list-style-type: none"> ○ This summer the College will transition to the Vista Operating System. ○ Bids are currently solicited for the technology for the Pay for Print project. ○ Faculty who wish to have a laptop rather than a desktop when they are scheduled for a new computer in the computer rotation should notify the Assistant Dean of their wish because there will be division-level budget implications for laptop installations. • Faculty who need to have a proctor for an exam should solicit assistance from their program coordinator and from faculty colleagues. Non-employees should not proctor exams.
Additional item	Nolen Embry inquired about the policy and protocol for evacuation when there is a bomb threat and asked if there had been a search of the buildings during the recent bomb threat and evacuation.
Adjournment	The meeting adjourned at 3:55 p.m.