

**Minutes of the Behavioral Sciences Division Meeting**

Date: January 18, 2008	Location: A-T 211, Cooper Campus	Time: 2:00 p.m. – 3:15 p.m.
<b>Agenda/Issues</b>	<b>Discussion</b>	<b>Action</b>
Minutes	The minutes of the November 16, 2007, division meeting were approved with minor corrections.	
Updates and committee reports	<p>A report from the January 3, 2008, Faculty Council meeting was included in the materials for the meeting.</p> <p>Pat Nation, BS division representative to the Admissions and Academic Standards Committee, discussed proposals related to the TOEFL score which have been considered by AASC. Pat also reported that the AASC had not resolved issues related to mandatory advising or assignment of advisors.</p> <p>Laura Williams, BS division representative to the Rules Committee, reported that a proposal to establish eligibility qualifications (rank/experience) for election to the Curriculum Review Committee had been rejected. The BS division discussed whether the Rules of the Faculty should be revised to specify rank/experience eligibility criteria for election to all standing committees.</p> <p>Eunice Beatty’s resignation has precipitated an election for a faculty representative to the Board of Directors for the remainder of Eunice’s term.</p> <p>Kelly Hagan, BS division representative to the Curriculum Review Committee, reported that CRC meetings were becoming more timely and efficient.</p> <p>Karen Mayo, chair of the BS division’s ad hoc Travel Committee, asked members to confirm the amounts of their unspent balances of professional development travel funds.</p>	<p>The BS division conducted a “straw poll” to determine division faculty views on whether rank/experience should be criteria for election as division representative to standing committees. The faculty present voted against the inclusion of rank/experience in the criteria for eligibility to serve on standing committees.</p>

<p>Items for Discussion</p>	<p>Advertisements for BCTC were discussed.</p> <p>John Story has agreed to replace Eunice Beatty as the BS division representative to the General Education Committee, and Gary Santana agreed to represent the division on the Faculty Performance Appeals Committee.</p> <p>The group discussed their experiences during the Spring, 2008, late registration and advising periods.</p> <p>Pat Lefler asked if faculty were satisfied with their advising assignments; no one indicated a wish to be reassigned.</p>	<p>Nolen Embry, Kelly Hagan, and Kirk Knott volunteered to develop a formal statement to convey division members' views about the quality of the advertisements.</p> <p>In future late registration periods, the counselors probably will continue to refuse admission to SDC classes after the third day of class, and the psychology faculty probably will continue to permit late enrollment in psychology classes.</p> <p>Nolen suggested that advising assignment time periods on Tuesday and Thursday of the first week of class conform to the instructional periods (75 minutes). Pat will take this issue to the Academic Affairs/ Student Affairs Workgroup.</p>
<p>Announcements/Information</p>	<p>Pat Lefler has been reappointed to serve as the Behavioral Sciences division Assistant Dean for the term 2008-2011.</p> <p>The SACS reaffirmation process will begin with a college-wide meeting on January 25.</p> <p>Spring, 2008, peer evaluations will be conducted on-line.</p>	

	<p>The program review process needs students. Faculty should recommend students who can serve on a program review team to Teresa Tope.</p> <p>Faculty should submit a copy of their door schedule.</p> <p>Details of course capacity guidelines were distributed. Capacities of on-line courses will be 90% of person-to-person sections of the same course.</p> <p>Faculty may distribute course syllabi via Blackboard and should make every effort to ensure that all students have a syllabus. Faculty should offer assistance to students who need help accessing the course syllabus.</p> <p>Karen Mayo distributed information about professional development conferences that are available for no charge.</p>	
Post-meeting discussions	Pat Lefler met with faculty to discuss the promotion process.	