

Minutes of the Behavioral Sciences Division Meeting

Date: February 15, 2008	Location: A-T 211, Cooper Campus Present: Donna Murphy, Karen Mayo, Kirk Knott, Nolen Embry-Bailey, John Story, Maria Rutherford, Pat Lefler, Kelly Hagan, Staci Holderman	Time: 2:00 p.m. – 4:00 p.m.
<i>Agenda/Issues</i>	<i>Discussion</i>	<i>Action</i>
Minutes	The minutes of the January 18, 2008 division meeting were approved.	
<i>Updates and committee reports</i>	<p>Donna Murphy introduced Mary Forbes, Director of Grants and Linda Epling, Development Officer.</p> <p>Linda Epling gave a reminder about foundation money being available to departments via an application process. She reported that nine new scholarships have been created recently, including one in Education. Information about the scholarships is posted on the Financial Aid Scholarship site. She also encouraged contacting her about new rules for equipment donations to the college.</p> <p>Mary Forbes shared that there are currently \$6 million in grants at the college for new and expanded programs. More information is available on grants through the Development link on the BCTCS homepage. Mary Forbes reminded the group that she and Linda are glad to help with locating specific grants and grant proposal guidelines. She also emphasized that the main thing is for grants to align in some way with college/department goals.</p> <p>They concluded by letting us know that if a big need was not being met, especially with the budget cuts, to contact them and see if they knew of any potential funding avenues to fill the gap.</p> <p>Karen Mayo gave an update on the Rules Committee. The Rules Committee unanimously agreed that full-time temporary faculty fall into the category of “at will” and do not have voting privileges. Second, she reported that the committee voted down the proposed rules change regarding adding rank or experience to the criteria for membership on the CRC.</p>	

	<p>Pat Lefler reported that Faculty Council had met and referred to a handout in the meeting packet for a complete listing of actions.</p> <p>Kelly Hagan reported that the Division Curriculum Review Committee would be reviewing the on-line format submissions for SDC 100 and SDC 105 and then presenting this for a division-wide vote with electronic voting included prior to submitting it to the college CRC.</p> <p>Pat Nation, BS division representative to the Admissions and Academic Standards Committee, reported that the Mandatory Placement Proposal passed and has been sent to Faculty Council.</p> <p>Pat Nation also asked for division feedback on the proposal to change TOEFL scores. Concerns were voiced that lower scores might consequently require additional student services that could not currently be funded adequately. However, the group agreed to support sending the proposal forward at this time.</p> <p>Karen Mayo added that the Quality Enhancement Topic Planning Team that she is a part of received a number of great ideas. They are working to narrow it down to 5-10 submission topics before a final topic is selected. At that point, a developmental committee will be formed to take the topic forward.</p> <p>Karen Mayo asked for feedback on the proposed new faculty performance review forms to be taken back to the Faculty Performance Review Advisory Committee. Extensive discussion and concerns were voiced about switching to a less standardized instrument than the IDEA.</p> <p>John Story reported that the Safety Committee that he serves on is coming up with a new signal/alert for the bomb threats.</p>	<p>John Story made the following motion and Nolen Embry-Bailey seconded the motion for submission to the Performance Review Committee regarding the proposed student evaluation of instruction forms: “The Behavioral Sciences Division recommends the use of an established standardized assessment tool that is currently being used at other educational institutions. If this is cost prohibitive, the institution should develop a scientific and objective in-house assessment instrument with measureable outcomes to evaluate effectiveness of instruction.” The motion passed.</p>
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Items for Discussion

The delay and confusion surrounding postponement of classes for inclement weather had been widely voiced and mistakes had been clearly acknowledged by Dr. Hellmich and other administrators.

Information about the new course capacity cutoffs for on-line classes was included in the meeting packet. Numbers for face-to-face vs. on-line were discussed.

Academic Affairs estimates that revised cut-off scores for developmental courses will result in increased competition for classroom space in the department beginning as soon as Spring 2009.

As a result of reduced room capacity it may necessary for BS faculty to draw for time slots. This will require coordination of colleagues in choosing a time slot most agreeable to all since slots will have to be shared in some cases.

A revised Overload Form for full-time faculty was included in the meeting packet.

From all indications the budget situation is dire. Faculty were reminded of the 2:30 college-wide ITV meeting next Friday 2/22/08 with Dr. Julian.

A reminder was given by Pat Lefler that per the rules, included in detail in the meeting packet, Incomplete grades are not mercy grades. Some discussion occurred about grades under a previous system not automatically going from I to E when a course was never completed. Pat Lefler suggested calling the Registrar's Office for clarification on the policy.

Pat Lefler apologized for not giving the department more of a heads up on the newly formed *Hellmich Herald* at the last meeting and encouraged future submissions for the department to get due credit. The next edition will be in April.

Travel funds have effectively been frozen under the budget cuts and continuing education would need to be addressed as well as possible through low-cost or no cost offerings for the time being.

KCTCS colleges are likely to adopt common start dates; additional information was provided in the meeting packet.

A push is underway to increase on-line evaluation responses, and new procedures may be forthcoming here.

The Office of On-line Learning Support has determined that they will be unable to merge multiple sections of on-line classes effective Summer, 2008. However, one Blackboard shell could still be utilized.

There is a push for increased on-line capacity for PY 110 through the use of adjunct faculty. This will precipitate a need for the development of a PY 110 a course cartridge.

A one-stop advising session will be held April 19. Approximately 300-350 students will be advised and registered. A 6 hour sign up block on this day will be equivalent to 10 hours of priority registration credit for faculty. Those interested need to contact Pat ASAP to sign up to participate.