

Minutes of the Behavioral Sciences Division Meeting  
August 15, 2008, at 2:30 p.m. in A-T 211

Maria Rutherford, Nolen Embry, Staci Holderman, Gary Santana, Pat Nation, Karen Mayo, Laura Williams, Tricia Platt, Kirk Knott, Kelly Hagan, Cynthia Ingle, John Story, Pat Lefler

Agenda Item	Discussion	Follow-Up
Additions to the agenda	<p>Maria Rutherford announced that two vacancies have occurred in BCTC's elected positions: Vice-Chair of Faculty Council and a KCTCS Senator. The Rules Committee will be asking for nominations to these positions. Maria encouraged all faculty members to vote.</p> <p>Kelly Hagan stated that Faculty Council members have been asked to discuss issues related to the college calendar with division members.</p> <p>Cynthia Ingle distributed instructions for merging multiple sections of an on-line class.</p>	
Registration on August 28 and August 29	<p>Faculty were asked to report to Coordinators their wishes/decisions regarding whether students may register to available spaces in classes on August 28 and August 29.</p> <p>Cooper Campus general education faculty who have signed up to advise on August 28 and August 29 will advise in the registration room.</p>	
Committee Requests and Assignments	<p>A copy of the 2008-2009 Committee Assignments list was circulated for faculty sign to indicate their requests for committees.</p> <p>Pat Lefler asked for approval to appoint two ad hoc committees for 2008-2009: an Assessment Committee and a Travel Committee. The Behavioral Sciences division authorized the appointment of two ad hoc committees.</p>	
Institutional Effectiveness	On-going, systematic assessment of student learning is a SACS Core requirement.	
Reminder - Office hours	Faculty were reminded to post their office hours and to submit three copies of the office hours schedule.	
Reminder – PPE and Biennial evaluation	Biennial evaluations will be conducted in the spring and must be completed by April 15, 2009. Faculty were asked to be aware of important dates in the academic calendar.	
Reminder – Incomplete grade policy	A copy of the Incomplete Grade policy will be sent to faculty via e-mail.	
Reminder – Evaluation of instruction	Evaluation of instruction will be conducted November 3 – November 14.	
Reminder – Fall syllabi	Fall syllabi must be evaluated with the Syllabus Checklist (which will be sent via e-mail) and forwarded to coordinators for posting. Faculty must ensure that syllabi are accurate, that up-to-date General Education Learning Outcomes statements are used, etc.	
November 14 Division meeting	The November 14 division meeting will be cancelled if there is no business. However, if the division must review and deal with business matters, then a BlackBoard discussion board or e-community will be utilized (with the assistance of Cynthia Ingle, Laura Williams, and Staci Holderman).	
Budget	<p>Pat Lefler reported that the Behavioral Sciences division has \$6720 to fund all division and program operating expenses for 2008-2009.</p> <p>The college may provide limited funds for faculty/staff professional development travel.</p>	

	<p>-The Behavioral Sciences division affirmed the importance of professional development for all faculty and staff but advocate that faculty be given priority in awarding professional development funds.</p> <p>- Nolen Embry suggested that two separate funding streams be created so that faculty and staff are not in competition for professional development awards.</p>	
<i>Hellmich Herald</i>	Faculty were encouraged to submit items to the <i>Hellmich Herald</i> .	
Fall, 2009, Schedule	During the September division meeting, the group will discuss advantages, disadvantages, and issues associated with the development of a class schedule that is primarily four days a week.	
Adjournment	The meeting adjourned at 4:30 p.m.	