Social and Behavioral Sciences
Division
Sciences Division
April 2, 2014
MD 155c
Division Agenda- MINUTES

In attendance:  Patti Dixon, Lillian Payn, Jenny Fererro, Diane Studinka, Michelle LaVigueur, Sheri Frankfurth, Rebecca Clements, Sheila Atkins, Teresa Laughlin, Bob Vetter, Jack Kahn, Dolores Silva, Michael Lockett, Christine Brady, Connie Sterling, Linda Morrow, Martha Collins, Tom Ventimiglia, Martin Japtok, Greg Thomas

A. Old Business- None

B. Items to add to agenda
   a. FEMA training
   b. Geico Classes

C. New Business
   a. Curriculum
      1. Please be sure that all of your SLO info is up to date on TRACDAT –
         i. Courses mapped to program SLOs
         ii. GE outcomes connected to classes
         iii. Make sure all transfer degrees have SLOs
         iv. Please contact our SLO team if you have questions- they are great and will help you! There is training this Friday if you are interested.
   2. Pre-req. enforcement – make sure you have removed any unwanted pre-reqs- this is done through modifying the COR in Curricunet
   3. Course Deactivation memo- be sure to deactivate what isn’t being taught (if anything)
   4. Certificates update
      i. Checking to see what to do with certificates that don’t meet the criteria for Gainful Employment
      ii. If your area DOES have the CTE top code and is OK- please be sure you have a link on your department webpage to the general Palomar GE webpage where your certificate can be found: http://www2.palomar.edu/gainfulemployment/ (link to the SPECIFIC cert for your area)

b. Health & Safety
   1. Building Cleaning/Maintenance
i. Please Use tickets for all requests- do not request “on the fly” assistance

ii. Changes
   1. Jack Summarized a productive meeting with Chris Miller and Rodney Edwards- they explained the context of some difficulties they are having (being understaffed etc.) and also were apologetic for any discomfort on our part in terms of previous communications with some folks
   2. Changes Implanted post-meeting:
      a. Added recycling containers
      b. Restocking check between late night and early morning implemented
   3. Addressing stairwells cleaning
   4. Working on
      a. Cleaning exterior windows more than once per year
      b. Trying to purchase a pressure wash system
   5. Discussed the need for respect from all employees as at times facilities staff has felt that some folks have been disrespectful to them
   6. Jack will set up a follow-up meeting to discuss progress
   7. Bathroom shelf update- installed in the MD building

c. Enrollment
   1. Keep an eye out for information on Mt. Carmel in the fall
   2. Please keep summer and fall sections in the wings in case classes fill quickly

d. Budget planning
   1. Dolores will be setting up ¾ Budget meeting to discuss realignments, PRPs, and my recent lottery requests

e. Technology
   1. It is a good time to get our website up-to-date pre-accreditation

f. Communication
   1. Don’t forget when you are out of the office to change your email and phone

g. Department Reports
   1. Counseling
      i. Tom presented on several events happening in the counseling area
      1. April 22nd is Transfer Options Day. See my email below of the universities that will be coming to Palomar. Some will have “on the spot” admissions. http://www.palomar.edu/counseling/transfercenter/Event%20Flyers/SD%20EC%202014-%20Flyer%20%28Palomar%29.pdf
      2. April 29th is the Career Expo. Around 30 employers will be on campus on the walkway by the clock tower answering questions and some will be offering jobs to students; particularly for summer work.
      3. April 30th the career center will be having professionals on campus in the quad area helping students with resume writing and job interviewing. If you go to the career center website and scroll down to workshops, you’ll find there are other dates in April for things like, dressing for success, how to network, and so forth.
4. Tom discussed limited hours of mental health professionals and reminded folks he also works with students who have mental health concerns. He also updated us that we are hoping to hire more permanent part-time help in providing mental health services.

2. MCS (Martin Japtok) No report
3. MCS (Michelle LaVigueur) Baby Santiago Jacobo was born!
4. AIS (Patti Dixon) Martha Collins has officially retired. Kat Balouch from cooperative education is currently temporarily assisting in the transition.
5. Library (Linda Morrow & Connie Sterling): The Library is doing well and has some great displays (Cesar Chavez/ Civil Rights, Child Development, Woodworking, Poets, Library Week- Lives change at your library- asking folks to fill out cards to document how libraries have had an impact on their lives). They are working on 2nd level interviews for faculty. It’s also National Poetry month so curl up with a poet this month!
6. EHPS (Teresa Laughlin) - Political Economy Days – 16th and 17th 8 am to 3:30pm - please come by the 3rd floor for a little food and drink even if you can’t attend a presentation. History is hiring and should be doing 1st interview soon.
7. ATRC (Lillian Payne) – moving forward with ATRC manager position. Blackboard Hosting ‘Moving Day’ is today- faculty will soon receive instructions on logging in and moving courses to the new system. Only being sent to summer school faculty right now.
8. CDC (Diane Studinka) New master teacher Sari Morris (on board agenda for next week).
9. CD (Jenny Ferrero). Child Development Club still going strong. Laurel Anderson & Amanda Bailey recently took students to Ronald McDonald House and made the guests’ breakfast- the students raised money and apparently had more than they needed so had a very special breakfast (with multiple choices for bacon etc.). Laurel will also be the next Service Learning Coordinator.
10. BS (Michael Lockett): Just finished a successful Women’s History Month. Craig Forney also just returned from his annual student pilgrimage to a monastery in Santa Barbara.
11. KINE (Bob Vetter): Pool Manager Position is moving forward. Kelly Falcone was selected as the new Professional Development Coordinator.
12. Wellness (Michelle Fifield): Going well!
13. STAR (Ruth Barnaba): Study groups going well for statistics, finishing getting a camera for proctoring
14. SBS (Dolores Silva & Jack Kahn): Just remember April 2nd census

h. Recognition/promotion of faculty
i. New Items added
   1. Geico is interested in having some classes taught for their employees (in econ and stats )- likely under workforce development- more info soon.
   2. Jack attended (along with all admin) a FEMA emergency training- there will be more of these rolled out in the next few months.

j. Announcements
k. Other/Questions
2014 Palomar College
Job Expo

Companies represented:

- AFLAC
- ARBONNE
- AT&T
- BARON’S MARKET
- CA DEPARTMENT OF CORRECTIONS
- CHICKEN CHARLIES
- CHILDCARE CAREERS
- CITY OF TEMECULA
- CHULA VISTA POLICE DEPARTMENT
- COMMUNITY INTERFACE
- COSTCO
- FEDERAL BUREAU OF PRISONS
- FIVE RINGS FINANCIAL
- FRONTIER USA, LLC
- GEICO
- GOODWILL INDUSTRIES OF SAN DIEGO
- HARRAH’S RINCON
- MAAC
- MARY KAY
- NEW YORK LIFE INSURANCE
- NORTHWESTERN MUTUAL
- PANDA EXPRESS
- PRIMERICA
- RIVERSIDE COUNTY SHERIFF
- SONIC BURGER
- TERI, INC.
- TOWARD MAXIMUM INDEPENDENCE, INC.
- UPS
- VALUED ENERGY SOLUTIONS
- WESTERN & SOUTHERN FINANCIAL GROUP
- YMCA OF SAN DIEGO