Social and Behavioral Sciences
Division
Sciences Division
February 19, 2014
Chairs Minutes

In attendance: Patti Dixon, Jack Kahn, Jenny Ferrero, Mike Lockett, Linda Morrow, Teresa Laughlin, Bob Vetter,

A. Old Business- None
B. Items to add to agenda- ADA, AIS (To be discussed after the meeting)
C. New Business
   a. Curriculum
      1. Check pre-reqs to be sure you want them (and remove those that aren’t serving the appropriate purpose)
      2. Check courses listed for which you no longer teach (to remove)
   b. Outreach
      1. Division Liaison – hopefully we will have an update next week
      2. Student Success and Support Program (3SP) Task Force- keep a lookout for invites to workgroups etc.
   c. Health & Safety
      1. Fire update- There was another fire this week- we are continuing to work with local law enforcement agencies
   d. Enrollment
      1. Schedules for Fall due Feb 24
      2. Catalogue changes due Feb 26 (not curriculum changes, that goes through curriculum committee, think typos etc.)
   e. Budget planning- Please set up 15 minute individual meetings with me to discuss any ongoing budget items that should be rolled-over that aren’t in your budget currently
      1. Example: Supplies for a lab, or costs for a yearly event
   f. Blackboard Update: Blackboard 3 year contract was approved for hosting- more info will come soon
   g. Department Reports
      1. AIS (Patti Dixon): No update
      2. Library (Linda Morrow): No Update
      3. KINE (Bob Vetter): Status Quo
4. EHPS (Teresa Laughlin): Sad news, passing of Bill O’Connor, wonderful colleague and p/t faculty member
5. CHDV (Jenny Ferrero): We are fine
6. BS (Michael Lockett)- we are excited about new faculty requests, due March 6th

h. Recognition/promotion of faculty
   1. Women in the Military event- considering March 25th and 26th for events – not scheduled yet- Library will be doing a display

i. New Items added
   1. What to do if a faculty member is uncomfortable with a student watching them (going to care etc.)- file a report with campus police and if faculty is concerned to arrange a security presence, escort to car etc.
      It is important for all students, faculty, and staff to take precautions when on campus. Please remember to:

   2. • Avoid isolated or dark areas, including empty classrooms, and use sidewalks
   3. • Be aware of your surroundings
   4. • Walk with friends or classmates
   5. • Keep your car doors locked at all times
   6. • If you feel you are being followed or are not comfortable with your safety, go to a populated area and contact the college police at 760-744-1150, ext. 2289.

Escorts continue to be available through the Palomar College Police Department; call them at 760-891-7273 (PCPD) should you wish an escort. For further information on safe practices on campus, please see the Palomar College Police Department website at http://www.palomar.edu/police/index.htm.

j. Announcements
   1. Add M.D. cleanliness issue for the next meeting

k. Other/Questions