Social and Behavioral Sciences  
Division  
April 16th, 2014  
MD 155B  
Dept. Chairs Minutes

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

A. Old Business

B. Items to add to agenda
   a. Certification update
   b. Enrollment Management form
   c. Tarde De Familia update
   d. Political Economy Days announce

C. New Business
   a. Curriculum
      1. SAME as last week 😊
         i. TRACDAT (Same)
            1. Make sure courses mapped to program SLOs, GE outcomes connected to classes & make sure all transfer degrees have SLOs
            ii. Pre-req enforcement – make sure you have removed any unwanted pre-reqs
            iii. Course Deactivation memo- be sure to deactivate what isn’t being taught (if anything) due May 15
      2. Any use for a workshop in our next meeting? Decided it wasn’t necessary.
      3. Need to plan our end of the semester lunch to honor our ADA’s! We decided on April 29th 11-12:30 at the Vera Cruz- more info soon.
   b. Health & Safety/ Facilities
      1. 4 new custodians were approved on the board agenda
      2. Arsonist was caught and charged
      3. Jack will look into a sign for MD 136
   c. Enrollment
      1. Mt. Carmel interest for the fall- let jack know ASAP if interested in offering anything. Just looking for 10-12 courses.
      2. Keeping sections in the wings for summer/fall- we will watch enrollments carefully and see if we need to add anything!
   d. Budget planning
1. May 16th is last day for requisition requests
2. Budget realignment thank you to everyone for examining your ¾ budget closely and especially to those who were willing to share and help their colleagues. More detail in our next meeting.

e. Technology
f. It is a good time to look at department websites- ATRC is amazing and can be a great resource.
g. Other
   1. New ATM is on its way (not sure of vendor)
h. Department Reports
   1. MCS (Rudy Jacobo): Doing well- Rudy has a new baby (and a new 47 lb. puppy!).
   2. AIS: (Patti Dixon) Seth just got a phone call from some students from Lone Pine who are interested in Palomar! American Indian Studies is doing well overall.
   3. Library (Linda Morrow): It’s National Library Week! Please take our National Library Week survey:

   https://docs.google.com/forms/d/1b8ieiKjJZeUYL5A6wFl8adm7haAFAfwOgsoVvhv9TAI/viewform?embedded=true

   We are updating displays and working on our faculty hire.
4. CD: (Jenny Ferrero): We are doing well. Laurel Anderson received distinguished faculty of the year and we did really well as a division this year. Hoping the new center goes well- we are looking to change the name to one that will be more recognizable to people we hope to attract (some people aren’t getting that the CDC is a pre-school etc.).
5. KINE (Bob Vetter): Not much to report. Working on facilities esp. Baseball field-witnessed the (planned) explosions to disrupt the rock in the soil etc.
6. BS (Michael Lockett): Michelle Vogel-Trautt won p/t faculty of the year (see above).
7. MCS (Rudy Jacobo): We are doing well, restructuring classes in Curricunet, and being very active. Had a Civil Rights Festival honoring the 1964 Civil Rights Act etc. and will have Tarde de Familia (see flyer!).

i. Recognition/promotion of faculty
j. New Items added
   1. We have some certification in the divisions that are not designated as Gainful Employment by the state. We can keep them, they just have to be removed from the gainful employment webpage and we will indicate these are not gainful employment in the catalog.
   2. We need to create the ‘accomplishment’ list for the division.
   3. Dick Borden created an amazing enrollment management sheet which will allow us to get specific enrollment queries met (what is fill rate per class per location, time of day etc.). Thank you to Michael Lockett for his great questions and helping this get developed-- Jack will keep you posted when it’s readily available.
k. Announcements
   1. Political economy Days- Be there!! W and TH- great lineup- even the Dean! 😊
   2. Please join us for Tarde De Familia (flyer enclosed)—it’s gonna be big!

l. Other/Questions