Social and Behavioral Sciences Division
Department Chair Meeting Minutes
January 21, 2015

In attendance: Dixon, Vetter, Morrow, Fererro, Lockett, Jacobo, Laughlin, Kahn

A. Old Business

B. Items to add to agenda
   a. Advertising classes (Dixon) - Patti Dixon mentioned the need for improved marketing strategies especially when we are hurting in terms of enrollment. We had a lengthy discussion about systemic issues contributing to enrollment issues and the need for internal and external changes/improvements. Dean Kahn mentioned teaming up with Laura Gropen’s group as it had been very helpful in promoting the Early Childhood Education Lab School. Dean Kahn is working with Dr. Jacobo on a project that might serve as a model to use with other areas which we will bring back once we have made some progress in that regard.

C. Counseling Update
   a. Meeting slot for Faculty: Michael Lockett will be joining counseling at their next meeting to discuss concerns about incorrect information being given about the philosophy courses. Dean Kahn mentioned that Dean Stockert said we could have a slot for teaching faculty every meeting in order to keep counseling faculty in the loop with changes and concerns. This suggestion was met with some cautiousness due to past experiences not having the impact people had hoped. Jenny Ferrero suggested that contacting the department chair romaine@palomar.edu and requesting a department-specific counseling liaison is a really great idea and has been very helpful for Child Development.

D. HR
   a. Faculty Pools Update: Faculty (Teresa and Michael from our division) should be getting an invite soon to discuss the proposed process to create part-time faculty pools.
   b. 2nd level interview proposal- I reminded our folks who are hiring this year to consider my proposal of having the 2nd level presentation as required, but the topic of that presentation to be chosen by the discipline that is doing the hiring- this could be a discipline-specific presentation, one about research, etc. just something that would demonstrate teaching and presentation skills to the administrators who did not get to see this in the first interview. Teresa suggested that this presentation is optional in Board Policy, that her department had voted to not include a presentation in the future, and that she is working with the senate to clarify this for the campus and to advocate that this presentation should not be mandatory. She indicated that the presentation should be optional and chosen by the departments. We then discussed other models which seemed to be intriguing to many but might be hard to implement because of time-constraints (i.e. full class presentations, inviting students etc.).
Dean Kahn reiterated that he may not have a vote on this, but believes strongly that having additional data in the 2nd level interview in terms of a presentation is useful and should be mandatory (though the type should be optional) and that administrators [who will later serve on the TEC] should have the opportunity to see these presentations (as they will during classroom observations etc.).

E. **Curriculum/Scheduling (reminders)**  
a. Reminder that fall schedules were due to Dolores yesterday.

F. **Health & Safety**  
a. Still having issues with the doors being unlocked on the 2nd floor of MD. We are looking into this.

G. **Enrollment**  
a. **Spring 2014** - We revisited the discussion that started in 1a. Currently we are about 2.4% behind last year in terms of FTES - FTES increased over the last two months, but seems to have bottomed out. People commiserated about cutting courses and the impact it has had. Teresa asked if we could request if Michelle Barton could pull together data on our course cancellations and FTES etc. (Dean Kahn already proposed this).  
b. Dean Kahn mentioned how he was impressed with a lot of proactive outreach being done in student services such as implementing drop-in counseling, calling students who did not complete registration etc. It feels like some good progress in terms of customer service and in-reach/outreach.

H. **Budget planning**  
a. **Food Fight! Update** - Dean Kahn updated the group securing funding for food. He suggested that folks work with student clubs because they have a lot of money in reserve and that the ASG president (who just recently quit) was in favor of developing a more formal process by which we might secure this funding upfront rather than the method we use now. He will try to work with the new president ASAP. We spent some time talking about food and the need for food at community events and several people mentioned sharing the funding used for faculty events to be funneled to student oriented events etc. We will keep working on this.

I. **SLOAC** – No Updates

J. **Accreditation** – Reminder our visit is the 1st week in March

K. **Program Review**

Reminder:

a. **Due dates:**  
   - 1/30/15 PRPs due to Division Dean for review and input  
   - 2/12/15 PRPs due to Instructional Services (print, signed copy) and R&P (electronic)

b. **Resource Allocation Plan:** We will be prioritizing our requests BY DIVISION this year so we will have an extended meeting 2/18th with our other PRP managers (ATRC, STAR, Wellness) and coming to some agreement on within-division prioritization prior to bringing that back to IPC. We will be looking for criteria from IPC to help guide us through that process.

L. **Department Reports**
a. AIS (Dixon): No report
b. MCS (Jacobo): Rudy updated us that they are planning Tarde de Familia for April with the theme of engineering. They may have some projects available at the event in addition to speakers (robotics etc.) so students can see some of the kinds of things that engineers may be involved with. We are also doing a race relations forum (and also through Political Economy Days).

c. Library (Morrow): Linda mentioned how we used to have a Faculty Appreciation Day in addition to the Faculty Tea we now have. Most recent update is we got new (used) computers for the library and they are great!

d. Child Development (Fererro): No report.

e. KINE (Vetter): Bob mentioned that we have a new Pool Supervisor- Andrew McCoy (AJ) - we are all very excited that he is on board.

f. BEHSCI (Lockett): Michael mentioned that hiring is going slowly but we are getting there.

g. EHPS (Laughlin): Political Economy Days is April 15th and 16th- there will be food!!!