September 3, 2015 Social Sciences Minutes

Attendance: Kathleen French, Toshi Ikagawa, Frank Palacat, Jan Lubin (guest), Lisamarie Bensman, Tricia Allen, Christian Palmer, Paul Briggs, Crystal Cooper
Not in attendance: Roy Fujimoto

1. **Assessing courses for Fall 2015 (Jan)**
   There was a discussion about how to fill out the different aspects of the course assessment form online. We went over the form item by item, discussing the different requirements for the form. The Program Level Outcomes and General Ed outcomes will be the same for the GenEd/AA in Liberal Arts but different for courses that are connected to a specific program.

   PSDS assessments: If we want to do a course as an assessment for GenEd and another for PSDS then we need to do two different forms. We need to create GenEd matrices ourselves.

   There was some discussion about the form and how it might be improved. There will be campus wide focus groups to discuss these questions later.

2. **Budget requests (Lisamarie)**
   Lisamarie would like to purchase SPSS to do statistical analysis, in class activities, develop lecture materials, and research. If this will be an ongoing request, one suggestion was to talk with Charles to see if we can get a budget request for these types of subscription software.

   As for the current fiscal year, the dept voted to fund the $140 for Lisamarie SPSS (unanimous). Lisamarie will fill out the requisition form and give to Kathleen for DC signature.

   Tricia Allen expressed concerns over the lack of tech support for lecturers. The department suggested that Tricia contact other lecturers and ask them what would help them better serve their students. Create a list (top ten, possibly) of what they need. Then, contact faculty senate and make the case. Tricia reported that she is too busy right now to do this, but that she understands the suggestions.

3. **Hot rooms in Naauao (Toshi)**
   There are problems with too much heat in room 104, especially in the afternoon. Other classrooms are also hot during morning classes. Kathleen will email Andy (and Cc Kevin and Charles) about this issue. The other concern is the safety issues (the student who slipped). Some questions to ask in Kathleen’s email: when do they turn on the A/Cs? What is the temperature set as? Is there a way to control the airflow to the various rooms? Can we adjust the temperature?

4. **Textbooks and the bookstore**
   The bookstore doesn’t seem to be ordering enough. Kathleen will talk with the other DCs and report back to the department.

Meeting adjourned at 4:30pm