December 3, 2015 Social Sciences Minutes

Attendance: Christian Palmer, Paul Briggs, Toshi Ikagawa, Lisamarie Bensman, Kathleen French, Frank Palacat
Guest: Charles Sasaki
Not in attendance: Roy Fujimoto

1. Approval of Nov 19, 2015 Minutes (see google doc)
Motion to approve: Christian, Seconded: Paul. Passed unanimously.

2. Low enrollment discussion with Charles:
   a. We are down 10% for student enrollment across WCC.
   b. The decision on which classes to cut is December 15th.
   c. Encourage students to register soon.
   d. If you have a low enrolled course (single digits) but you think it should still (hopefully) go forward, please share the reasons why with Kathleen so she has them for the cut meeting.
      i. There is a complication with lecturer payment schedules if we don’t cancel classes soon enough.

3. Discussion of the Community Health Worker program with Charles:
   a. Fit: It seems like the program could be a good fit for the department. There is funding available for teaching for whoever does it through the grant that WCC has..
   b. Space: They will teach across campus wherever there is space and office space could stay with CCE.
   c. Across the system it is a 15 credit program. Right now, the WCC proposal is quite a bit larger than the required 15 credit proposal. Need to clarify with Jamie how many courses and what they will be.
   d. Budget: There is funding for three years. After three years we would need to see if there is sufficient interest to maintain the program and have it fund itself. Our commitment need only to be for the length of the grant itself.
   e. Assessment Responsibilities: It will need to be assessed on schedule, regardless of how big it is. That is potentially where the workload issues comes up.
   f. Awarding the certificate: Should we be the ones to confer the certificate? If we are, things would need to approved by curriculum committee. Also, we would be the ones responsible for assessment -- although in actuality, Jamie would be the one to assess it and just send the document to us for feedback.
   g. Outcome: Generally, there are no objections to this program (specifically, no objections to housing it within Social Sciences). Charles will talk with Jamie to determine the number of courses in the program and whether we would award the certificate. He will then contact Kathleen and they will discuss further.
4. Furniture update:
   a. ASAP, we need to decide exactly what we want to order for room 103.
      i. We looked at a potential set up for the room proposed by Kathleen and Lisamarie. Their proposal is essentially to mirror the furniture purchased from Ashley Furniture for the lobby (with the addition of a computer station area.
      1. Generally, we liked the proposal, but one suggestion was to increase the desk-seating (non-couches) to 20 seats so that we could offer writing intensive courses in the room if desired.
         a. We will wait until the Ashley furniture arrives to confirm that we like it, before we order more.
   b. Conference room
      We would like to keep it a conference room. We’d prefer one big table to four smaller ones.

5. Committee Reports?
   a. International Education Week
      i. A success!
      ii. Ancient Skies Imaginarium show coming soon ….
   b. Faculty Senate
      i. Animal Task Force on campus
         1. Policy is being created -- anyone interested to be on the Taskforce?
            a. Lisamarie is interested
      ii. All-campus Faculty Senate talking about changing accreditors
      iii. Discussion about proposal to add textbook cost to banner, so students would know when registering for class. We were not in favor.

6. Other (Reminders, Announcements, Information Sharing)
   a. This is the last meeting of the semester
   b. Next meeting is Thursday Jan 21st at 2:30pm
   c. First meeting to look at low-enrolled classes is Tuesday Dec 15 (see Ardis’s email from yesterday describing the process)
   d. Spring 2016 Social Sciences Dept Meeting Schedule (all meetings begin at 2:30pm):
      i. Jan 21
      ii. Feb 4 and 18
      iii. March 3 and 17
      iv. April 7 and 21
      v. May 5

Meeting adjourned at 4:20pm