

BEHAVIORAL SOCIAL SCIENCE DIVISION
DIVISION MEETING

Monday, August 28, 2014, 2:30 pm to 4 pm

Location: General classroom Building, Room 410

All division members, full-time and part-time, are invited

PROPOSED AGENDA

1. Bring your syllabus for each class you teach to the division meeting
2. Complete the information in the Workblock, sign it, and bring to the division meeting
3. Program Review materials will be delivered to full-time faculty, due end of the semester
4. Conference Attendance forms must be submitted 21 days prior to attending the conference or it will not be approved
5. Student Success. Enrollment is dropping as the economy appears to be picking up
6. Accreditation visits. Need committee members for the four standards
7. SLO Assessment cycle
8. Division re-organization noticed discussion
9. Housekeeping items:
 - Keep your class for the full hour
 - Do not add students beyond capacity
 - Administer final exams as published in the Schedule of Classes
 - Report instructor absences, including partial absences, to (310) 287 4570

Next Division meeting:

September 15, 2014 2:30 pm to 4 pm

*October 10, 2014, 10 am to 12 noon

November 17, 2014 2:30 pm to 4 pm

December 6, 2014 2:30 pm to 4 pm

*Out of cycle, SLO Assessment Meeting with Luis Cordova

 , Chair

Division Meeting, August 28, 2014

C.S.S.
Charles "Buck" Stapleton, Division Chair

Jack D. Ruebensaal
Jack D. Ruebensaal, Division Executive Vice-chair

George Yan
George Yan, Administration of Justice

Sholeh Khorrooshi
Sholeh Khorrooshi, Political Science

Dr. Aimee Preziosi
Dr. Aimee Preziosi, Anthropology

Beth Evans, Child Development

Marlene Shepherd
Marlene Shepherd, Family & Consumer Studies

Dr. Carrie Canales
Dr. Carrie Canales, Psychology

Dr. Merie Keskmel
Dr. Merie Keskmel, Economics

Dr. Richard Olivas, History

Pat Siever
Pat Siever, History

Dave Smith, History

Jeff Lee
Jeff Lee, Psychology

Norma Barragan, Sociology

Corey Williams
Corey Williams, Administration of Justice

Dr. Ray Shackelford
Dr. Ray Shackelford, Fire Technology

Kenyatta Baker
Kenyatta Baker, Child Development

Please list Committee Assignments

Div chair

AFT Ex Resource Development

VTEA, Diversity,

EMC

Curriculum Committee

CURE COMMITTEE

VTEA

FPIP

BSU Faculty Advisor
Graduation Reception Committee

Facilities Comm.
Diversity, Advisor Comm.

Fri teK

Ch H Dev Dept.

Division Meeting, August 28, 2014

Name: Gail Amos *(Signature)* Assignment: CD# 3530

Name: Dolores Gallegos Assignment: Achieve the Dream / Child Dev.

Name: Lisa Cain Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

Name: _____ Assignment: _____

REGULAR AND CONTRACT FACULTY - WORK BLOCKS¹

Semester: _____ Div: _____

Instructor: _____ Workblocks Asg'd: _____

Instructor sig: _____ Date: _____

Chair sig: _____ Date: _____

Dean sig: _____ Date: _____

VPAA sig: _____ approved Yes no

12 assignable work blocks ³					
Mon	Tue	Wed	Thur	Fri	Sat.
7am	7am	7am	7am	7am	
to	to	to	to	to	
5pm	5pm	5pm	5pm	5pm	
Mon	Tue	Wed	Thur	Fri	Sun.
4pm	4pm	4pm	4pm	4pm	
to	to	to	to	to	
10pm	10pm	10pm	10pm	10pm	

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<i>Day</i>							
<i>Eve</i>							

TBA or Online Classes:	

Committee Membership:

¹Work Block rules are defined in Article 13 of the AFT Bargaining Agreement.
²Show Reassigned time as percent of load, i.e. .2, .4, .6
³Any regular or contract faculty member assigned fewer than 3 or more than 5 work blocks as part of the regular teaching load requires Vice President of Academic Affairs approval. Hourly rate assignments need to be coded as such and do not fall within the work block rules as described in Article 13.
⁴Show hourly rate assignment on work block grid and designate with an H. Hourly assignments cannot exceed 60%. Per Article 16. C.3., regular faculty may not be assigned an adjunct assignment exceeding 0.4 FTEF unless he/she meets all full-time obligations as listed in Appendix Q.

Office Location: _____ Telephone: _____ Email: _____

OFFICE HOURS						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

REGULAR AND CONTRACT FACULTY - LOAD/FTEs SUMMARY

Semester: _____ Div: _____ Employee #: _____

Instructor: _____ Instructor sig: _____ Date: _____

Chair sig: _____ Dean sig: _____ Date: _____

VPAA sig: _____ approved Yes no

Line Teaching Load Calculation

Line	Description	Std. Hrs.		Discipline Load		FTEF	Initial
1	Full Time Equivalent Faculty (FTEF) equals 1.0 FTEF					1.000	
2	Less any Reassigned / Released Time (FTEF), e.g. Chair assignment, Senate release, etc., enter zero if none.						
3	Enter your required teaching load -----subtract line 2 from line 1.		=		*		
			←		←		

Teaching Assignments (class sections assigned this semester)

4	Enter the total Standard Hours and FTEF you are assigned to teach this semester <i>excluding</i> any hourly/adjunct std. hrs.		÷		=		
5	Less approved hours to bank. A copy of your <i>approved</i> Load Bank Plan must be attached.		÷		=		
6	Enter your teaching credit----- <i>subtract line 5 from line 4.</i>						

Over or Under Load Calculation

7	Enter Over/Under Load (this semester) ----- <i>subtract line 3 from line 6.</i>		÷		=		
8	Plus Prior Over/Under ----- <i>carry forward from previous semester.</i>		÷		=		
9	= Over/Under Balance (cumulative)---- <i>add lines 7 and 8.</i>						

Hourly/Adjunct class sections taught this semester

10	Enter the total Standard Hours and FTEF you are assigned to teach this semester <i>as</i> hourly/adjunct		÷		=		
11	Plus Other Hourly (Non-Teaching, e.g. hourly ISA)						
12	Enter Total Hourly FTEF----- <i>add lines 10 and 11.</i>					*Cannot exceed 0.600 FTE	

*Per Article 16. C.3., regular faculty may not be assigned an adjunct assignment exceeding 0.4 FTEF unless he/she meets all full-time obligations as listed in Appendix Q.

FTEF Semester Limits

13	Enter Reassigned/Release FTEF----- <i>from line 2.</i>						
14	Plus Regular Teaching Assignments----- <i>from line 4.</i>					Do not subtract Load Banking	
15	Enter Total Regular FTEF----- <i>add lines 13 and 14.</i>						
16	Plus Hourly FTEF----- <i>from line 12.</i>					Cannot exceed 0.600 FTE	
17	Total FTEF Assigned for semester--- <i>add lines 15 and 16.</i>					Cannot exceed 1.600 FTE	