



Andre, Lisa	<i>L. Andre</i>
Arizmendi, David	<i>David Arizmendi</i>
Blair, James	<i>James Blair</i>
Branwell, Wendy	<i>Wendy Branwell</i>
Chamberlain, Jenny	<i>Jenny Chamberlain</i>
De La Cruz, Marcie	<i>Marcie De la Cruz</i>
Escaname, Rogelio	<i>R. Escaname</i>
Flores, Sylvia	<i>Sylvia Flores</i>
Fuentes, Jorge	<i>Jorge Fuentes</i>
Garza, Oscar	<i>Oscar Garza</i>
Hicks, Jeremiah	<i>Jeremiah Hicks</i>
Huber, Richard	<i>Richard Huber</i>
Hughes, Marc	<i>Marc Hughes</i>
Kayaardi-Hinojosa, Nihan	<i>Nihan Kayaardi-Hinojosa</i>
Longoria, Rolando	<i>Rolando Longoria</i>
Loresco, Dr. Royal	<i>Dr. Royal Loresco</i>
Luckett, Robert	<i>Robert Luckett</i>
McMillan, Ferrin	<i>Ferrin McMillan</i>
Mora, Vanessa	<i>Vanessa Mora</i>
Navarro, Myra	<i>Myra Navarro</i>
Pottle, Holly	<i>Holly Pottle</i>
Sepulveda, Carlos	<i>Carlos Sepulveda</i>
Venecia, Homar	<i>Homar Venecia</i>
Ysasi, Noel	<i>Noel Ysasi</i>

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SOUTH TEXAS COLLEGE

Criminal Justice and Social Sciences Department Meeting DE/Adjunct January 14, 2018

AGENDA

- I. **Welcome**
- II. **Reports**
 - a. Curriculum Committee
 - b. Faculty Senate
 - c. Social Committee
 - d. Scholarship Committee
 - e. conferences attended
- III. **Instructor X**
 - a. Student X: safety first
- IV. **Sharing is Caring**
 - a. In Breakouts
- V. **Housekeeping Stuff**
 - a. Final Exam schedule: no deviations without prior approval from Chair and Dean
 - b. Watch for differences between high school and STC schedules
 - c. Adjunct/DC observations needed:
 - d. Faculty Activity Plans
- VI. **Old Stuff**
 - a. Review Spring schedule
 - b. Review Summer 2019 schedule
 - c. Review Fall 2018 schedule draft
 - d. Realignment of department
- VII. **New Stuff**
 - a. **FLAC pilot**, replaces NOEs
- VIII. **On the Horizon**
 - a. Faculty Softball Tournament Spring 2019?
 - b. Hiring for AY 2019-2020: 1 SOCI Lecturer?
 - c. **Department Meetings Dates: (Prof Dev Feb 15), Feb 22, Mar 22, Apr 26**

IX. Questions

X. Subject Area Groups

- a. All:
- b. Advertising
- c. Review of new and pending textbook adoptions: Decisions due by Feb 22 meeting
- d. Discipline specific Professional Development/Roundtables
- e. Teaching techniques: peer observations to share ideas?

XI. Dismiss

XII. Homework:

- a. Faculty Activity Plans by January 25
- b. Adjunct faculty observations by February 28
- c. (By discipline): Develop/refine department specific portion of Department Handbook



Criminal Justice and Social Sciences
Adjunct/Dual Enrollment Meeting
January 19, 2019

Bowe, George	<i>George R. Bowe</i>
Deane, Amber	
Fonseca, Omar	<i>Omar A. Fonseca</i>
Garcia, Alejandro	<i>Alex G</i>
Garza, Armando	<i>Armando Garza</i>
Guerra, Jorge	<i>Jorge Guerra</i>
Guerra, Maria	<i>OK maria</i>
Hernandez, Velma	<i>Velma Hernandez</i>
Lopez, Juan	<i>Juan Lopez</i>
Lopez, Oscar	<i>Oscar Lopez</i>
Mendez, Eleazar	<i>Eleazar Mendez</i>
Quintanilla, Donnie	<i>Donnie Quintanilla</i>
Rodriguez, Carlos	
Sosa, Jose	<i>Jose Sosa</i>
Valdez, Vanessa	<i>Vanessa Valdez</i>
Villescaz, Jessica	<i>Jessica Villescaz</i>
Zamora, Nikki	<i>Nikki Zamora</i>
Zavala, Leticia	<i>OK</i>

<i>HUGHES, MAAC</i>	<i>ulth</i>



SOUTH TEXAS COLLEGE

Criminal Justice and Social Sciences

Department Meeting DE/Adjunct January 19, 2018

AGENDA

I. Welcome

II. Housekeeping:

- a. Outside employment
- b. Office hours and contact hours
- c. Communication response time
- d. End of Semester Documentation
- e. Incomplete grade ("I" grade) forms.
- f. Class oversize rules
- g. Dual Enrollment class caps are being strictly enforced; contact me if anyone asks you to oversize
- h. Dual Enrollment students should have their textbooks given to them by their high school by the 1st day of class. Send me a list of all Dual Enrollment students in your classes who do not have their textbooks on the first day, and I will follow up with Dual Enrollment office.
- i. Students in class but not on roster? Nope. Especially if Dual Enrollment
- j. Professional Development DAYS
- k. OPOD: Faculty Professional Development tracking system. Register, survey, survey, survey.
<https://apps.escl.net/ProfessionalDevelopment/STC/UserAccount/Registration>
- l. **FLAC system replaces NOEs**

III. Syllabi:

- a. Syllabi due ASAP
- b. Important dates on academic calendar: note Census Days and Last Drop days, especially for mini-mesters
- c. Updated master syllabi: PLOs & textbooks, accessibility format
- d. Final exams: must be administered according to the standardized STC schedule. Exams cannot be administered at any other date or time without an approved justification granted by me and my supervisory chain.
https://www.southtexascollege.edu/academics/final_exam/2019-Spring.pdf
- e. Adjuncts: If teaching DE at a HS, ask for their calendar (with testing dates), and ask to be added to notification chains. For classes during state exams, give outside class assignment and/or post in Blackboard to account for contact hours. Final Exams cannot be rescheduled without my approval and higher.
- f. Dual Enrollment faculty: contact hours have to be accounted for during state exams, etc. as mentioned in previous item.
- g. OPOD: Faculty Professional Development tracking system. Register, survey, survey, survey.

IV. New Stuff

- a. FLAC system
- b. CJSS Department status: CJ & SAS

V. On the Horizon

- a. Observations for evaluations
- b. Review Summer 2019 schedule
- c. Draft of Fall 2019 sent via email
- d. **Department Meetings Dates: Feb 22, Mar 22, Apr 26**

VI. Questions

VII. Subject Area Groups

- a. All:
- b. Roundtables
- c. Develop/refine department specific portion of Department Handbook
- d. Review of new and pending textbook adoptions
- e. Discipline specific Professional Development

VIII. Dismiss