Department Meeting Agenda Items January 14, 2019

**Welcome**

**Reports**

Curriculum Committee

Faculty Senate

Social Committee

Scholarship Committee

conferences attended

**Instructor X**

Student X: safety first

Procedures to follow if you ever feel unsafe with a student in your classroom or office. Review of recent incidents in which students posed a potential danger to faculty. Campus Police had to be called. One student was notified that any further contact with the faculty would result in their arrest. Bottom line: faculty are not paid to put up with abuse from students. I will support them in having students removed from class if necessary.

**Sharing is Caring**

In Breakouts

**Housekeeping Stuff**

Final Exam schedule: no deviations without prior approval from Chair and Dean

There shouldn’t be any schedule conflicts with other classes if faculty follow the schedule. If students report a schedule conflict, find out which faculty is breaking the schedule so they can be reported. Dual Credit students on our campus must follow our schedule. On the high school campus, the exam must occur during Finals Week; not sooner or later.

Watch for differences between high school and STC schedules

Especially regarding Thanksgiving and other holidays

Adjunct/DC observations needed:

Faculty Activity Plans

**Old Stuff**

Review Spring schedule

Review Summer 2019 schedule

Review Fall 2018 schedule draft

Realignment of department

**New Stuff**

FLAC pilot, replaces NOEs

New system for assigning classes to a faculty schedule, and for faculty to accept their work/overload assignments. Instructions on how to use the new system. Importance of following instructions in order to be paid on time.

**On the Horizon**

Faculty Softball Tournament Spring 2019?

Offer from English Department

Hiring for AY 2019-2020: 1 SOCI Lecturer?

All open position codes in the LASS Division were cancelled; no new FTR searches. Lecturers can be hired if needed. Discussion of the projected AY 2019-2020 schedule and the possible need for a new Lecturer. All options for adjunct faculty hires must be exhausted first. Analysis and discussion revealed that situation is too unstable to risk hiring a Lecturer.

**Department Meetings Dates:** (Prof Dev Feb 15), Feb 22, Mar 22, Apr 26

**Questions**

**Subject Area Groups**

**All:**

Advertising

Review of new and pending textbook adoptions: Decisions due by Feb 22 meeting

Two CRIJ courses have expiring textbook adoption cycles. Options were reviewed. Further discussion will be needed in next month’s meeting. Faculty are to review available options in the meantime.

Discipline specific Professional Development/Roundtables

As determined by each discipline lead. Selected current events for each field were reviewed and analyzed from the discipline perspective.

Teaching techniques: peer observations to share ideas?

Discussion on arranging for peer visits to classes to observe teaching techniques in action.

**Dismiss**

**Homework:**

Faculty Activity Plans by January 25

Adjunct faculty observations by February 28