

# Sociology • Anthropology • Social Work

Division of Social and Behavioral Sciences

## AUGUST, 2020 MEETING AGENDA

### I. Prelude: Changes in Operations

**a. Welcome Alejandra Salinas, Department Secretary!!**

**b.** College Operations – Fully operational, but mostly online. (See email sheet or STC COVID-19 web page for more info.)

**c.** Department operations

Rolo – 9AM-5:30PM most days (Phone, video, email; select in-person hours.)

Ale – in-person at Pecan SAS Suite during mornings

Signatures – Most offices are now accepting scanned signatures.

**d.** All other activities to be conducted online (Email, Video, Phone, etc.)

### II. Old Business

**a.** Salary and Benefits Notification

**b.** Syllabi – Submit by August 23; See attached document for copying process.

**c.** Instructor Preferences (Overloads, Pro-rates): Please finish Instructor Scheduling Preferences Powerapp ASAP for Fall 2020 (August 20, if possible)

**d.** BlackBoard Certification

**e.** Blackboard Distance Learning Forms

**f.** Look out for Starfish

**g.** Grade Change Form now on Jagnet

**h.** IE Plan now reflects the move from In-Person to Online.

**i.** Faculty Bios – Please submit to Padlet by Aug 24-27.

### III. Instruction Notes

**a.** Please be sure to review the STC Fall 2020 Instructional Plan –

**b. NOTE: Please plan for the first 2-3 weeks to be erratic, with a lot of shuffling in student schedules and chair immediate availability.**

**c.** NOTE: Student complaints are increasing.

**d.** COVID-19 Preparedness and Safety: Please follow all masking and social distancing guidelines, and make sure you have a reliable stash of PPE and sanitizer.

*i.* Masks are to be worn on campus at all times by faculty and students.

*ii.* All mask exemptions should be referred to Student Disability; staff and instructors can request that students not wearing masks call from a safe location if needed. *(Students cannot demand unmasked face-to-face access*

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*to faculty or staff, as it may infringe upon the health and safety rights of these individuals. The same goes for faculty and staff.)*

- iii.* Instructors cannot make masking exceptions, even if they occur on-site during hybrid classes.
  - iv.* Students, faculty, and staff are to socially distance at all times, even during hybrid classes.
  - v.* Everyone should complete the COVID-19 checklist before arriving at campus.
  - vi.* All cases of exposure should be reported to HR.
  - vii.* Favor safety over argumentation.
- e.* Shutdowns? -- Please be prepared to go online completely if needed.

### **IV. New Business**

- a.** Semester Focus (Chair recommended):
  - i.* ***Find ways to survive and thrive as colleagues***
  - ii.** **Plan for the future**
  - iii.** **Ensure any course can be taken online for student/instructor safety (Special Focus: SOCW 2389)**
- b.** Enrollment Trends (Dept and College)
- c.** SAACS Visit
- d.** Be on the Lookout for New Services throughout the college.
- e.** College Service
- f.** AACSB Subscription
- g.** Research Symposium
- h.** Alpha Delta
- i.* Faculty Senate – Currently dialoguing with VP’s office on college-wide safety measures.
- j.* Work Study
- k.** Spring Schedules, Draft 1 – Please submit a separate form for Spring 2021 preferences on the powerapp, by Aug 24<sup>th</sup>.

## RESOURCE LIST

(All links for these sites are in Bitly format, in order to help make use easier. Please be sure you are signed into your STC account on any tab in the browser you are attempting to use. **If a password is required, it is “Jaguars2020”**)

- BB Certifications: email documentation of completion to rlongo14@southtexascollege and asalinas1@southtexascollege.edu
- Faculty Bio Padlet: [https://bit.ly/SAS\\_DraftBios](https://bit.ly/SAS_DraftBios)
- SAS Faculty Scheduling Preferences Form: [https://bit.ly/SAS\\_Prefs](https://bit.ly/SAS_Prefs)
- SAS Grade Change Form: [https://bit.ly/SAS\\_GradeChange](https://bit.ly/SAS_GradeChange)
- SAS Drop Form: [https://bit.ly/SAS\\_Drop](https://bit.ly/SAS_Drop)
- Student Advising Request: [https://bit.ly/SAS\\_Meet](https://bit.ly/SAS_Meet)
- If a student asks you about a “**Social Work Waiver for Stats**” or something similar, please direct them to Rolo or Psychology Chair Carlo Gonzalez. I have set up the waiver process in a powerapp that only SAS and PSYCH chairs have access to.