Social Sciences Department
Meeting Minutes
Hale Alakai 118
3:30 p.m., November 10, 2011 (Th)

Attended: Kathleen French, Pam DaGrossa, Toshi Ikagawa
Not attended: Frank Palacat, Margie Coberly, Paul Briggs, Roy Fujimoto

1. Assessment
   • Departmental Annual Report (Departmental assessment)
     o How can we improve the report, especially Part III. A. Quantitative Indicators?
       ▪ Do Admin really want to know about these criteria (Demand, Efficiency and Effectiveness)?
       ▪ If so, “descriptive” of these criteria is needed (what do they mean?)
         • What do Admin want to measure with them?
         • How do Admin want to measure them?
         • How do they relate them to the rest of the annual report?
       ▪ If NOT, Admin needs to provide better criteria with clear descriptions and expectations
         • Then, faculty members can select needed data and analyze them
         • Admin should provide a clear and detailed “model” what and how to interpret the data
       ▪ The current IR provided data are not useful for the faculty
         • Cannot analyze these data → only narrative was possible
       ▪ The current data could be included (if needed by the Admin) as Appendix
         • Faculty members cannot analyze them (we simply narrated them for the report)
         • What is the purpose to include these data? (i.e. budget?)
         • The faculty cannot use them to interpret their class/teaching work (i.e. assessment of their teaching)
         • May be useful as a part of the report
         • Admin can interpret them, if necessary
       ▪ Student survey will be helpful for the faculty members
         • May embed questions in eCafe or Online class eval.
           o Student expectations: What do they expect to do?
           o Reasons for taking classes?
           o Time allocation: class vs work
• Then the faculty members can analyze them
  • **Part III. B-E** need clarifications, too
    • What do they mean?
    • What do Admin want to know?
    • What should be analyzed?
      • We will **continue** to discuss this subject.

2. Faculty Senate
• P&P for (1) CCAAC and (2) Charter Groups
  • P&P Charter Groups did not follow the Template
    • Some required items are missing

3. Other Discussion Items
• Business card cost
  • Department does not support business card cost.
• PBC budget items for Media
  • Send our list for Media suggestions
• Social Work 200 course (asked by TRIO to offer at WCC)
  • House it in SS?
  • Articulation?
  • We need more info.

Submitted by Toshi Ikagawa