Social Sciences Department Chair Accomplishments and Goals

Toshi Ikagawa

Accomplishments for AY 2011-2012

1. Annual Report
   a. Submitted to the VCAA Office on time

2. Budget (annual budget plan for departments)
   a. Encouraged department members to plan and use the budget without procrastination

3. Catalogue update
   a. Updated GEOG 101 SLOs
   b. Facilitated the creation of SW 200

4. Committees
   a. Distributed committee work among the department members

5. Departmental meetings (schedule, agenda & minutes)
   a. Regularly scheduled departmental meetings
   b. Provided meeting agenda one week before a meeting
   c. Promptly uploaded meeting minutes online

6. Departmental Policies & Procedures
   a. Replaced the PSY discipline coordinator

7. Goals of the Department: Prioritize
   a. Prioritized departmental goals
      i. Furniture for a new building
      ii. Anthropology fulltime position
      iii. Psychology fulltime position

8. Institutional Effectiveness Committee (IEC): SLOs
   a. Attended meetings
   b. Invited Ellen Ishida-Babineau, IEC leader, to a departmental meeting to clarify situation about the new Gen Ed SLOs

9. Lecturers: Orient and assist
a. Reviewed lecturers’ annual self-evaluations
b. Visited most of lecturers’ classroom and/or online site
c. Provided assistance to some lecturers to improve their classes

10. New positions
a. Requested 2 new positions
   i. Anthropology fulltime position
   ii. Psychology fulltime position

11. Planning and Budget Council (PBC): Campus budget priorities
a. Attended meetings
b. Presented departmental PBC requests
   i. Budget for furniture of a new building
   ii. Anthropology fulltime position
   iii. Psychology fulltime position

12. Scheduling of classes: Coordinate
a. Replaced the PSY discipline coordinator for better scheduling procedure

13. Tenure and promotion: Evaluation
a. Served on a TPC outside WCC

14. Vice Chancellor’s Advisory Committee (VCAC)
a. Attended meetings
b. Closely communicated with the Division II Chairs

Goals for AY 2012-2013

1. Schedule regular departmental meeting early
   a. Fall 2012 meeting schedule has already done

2. Work together with 2 new Division II Chairs

3. Progress toward achieving the following departmental goals
   a. Budget for furniture of a new building
   b. Anthropology fulltime position
   c. Psychology fulltime position

4. Assist and communicate lecturers more