

**Department Meeting
Political Science
January 25, 2018
12:30pm-1:45pm**

APPROVAL OF MINUTES – Will include at next meeting.

REMARKS FROM CHAIR

Reminder re Provost info request

Dr. Dynia reminded faculty to turn in their information requested by the Provost for the past five years. Due on January 29, 2018.

Miron course proposal (see attached)

Dr. Dynia attached course proposal from Dr. Luis Miron. Dr. Miron thought maybe he could help teach a course due to the faculty we lost. Please review the proposal and send Dr. Dynia feed back and thoughts. Faculty stated that we should get specifics on Dr. Miron's retirement status and method of payments for course.

Dr. Kim asked if this would be considered a political science elective, new experimental course, etc.? This will need to be determined.

Department unanimously stated that replacing our Urban Politics faculty is still very important for the department in order to complete with other colleges.

Proposed new annual evaluation form (see attached)

Dr. Dynia reported from the Council of Chairs and Academic Council Meeting as follows:

Dean Calzada requested that current Faculty Evaluation Forms be revised because they are consistently inflated. Current form will be used this year, but she asked that Chair's give suggestions on how we can revise the form to attain more accurate evaluations in the future?

Dr. Dynia distributed form from meeting, which included possible revisions, and asked faculty their preference? The goal is to have more unified criteria.

Possible Scales (others can be proposed)

| | | |
|----------------------------|---|-----------------------------|
| Does not meet expectations | 0 | |
| Below expectations | 1 | |
| Meets expectations | 2 | |
| Meritorious | 3 | Many/most of our current 4s |

| | | |
|--------------------|---|--|
| Outstanding | 4 | This should be reserved to truly outstanding |
| Below expectations | 1 | |
| Meets expectations | 2 | |
| Above expectations | 3 | |

Dr. Dynia stated that the College Assembly will ultimately decide. He asked that faculty think about their preference and send him feedback. Administration hopes to have a universal uniformed criterion because at present every department has something different.

LUCY ROSENBLOOM – MONROE LIBRARY

Lucy introduced herself and wanted to give pols faculty a few updates. The library has now switched to requesting that students make research appointments and appointments for references. Over the years' the library has always had front desk people, but now they are switching to office hours. Students would sign up and make appointments with library staff. We encourage that you offer this to your students.

The library may partner with student success as well.

Instruction: As the new Library Instruction Coordinator, we are looking at making things more consistent. Question for departments? Do we want all students to graduate with certain research skills? What classes are best to reach them? What can we do to support online students? Record tutorials? Virtual research appointments?

Collection development: Are there books you would like the library to buy? Periodic updates? Email Lucy or fill out online form. If you want books to purchase please contact Lucy. Fill out forms for DVD preferences as well.

Dr. White asked about office hours – if a student wants to get library assistance when doing research what steps to take? Lucy stated that they could still come to front desk between 9am-5pm and the front desk person will call a librarian. Lucy's office hours are Tuesday's 1pm-3pm. Dr. Dynia asked if Lucy could email faculty her availability and Lucy agreed. Dr. White asked if they are available on the weekend? Lucy stated that they are not available on weekends. Lucy stated that the library is currently trying to figure out what to do with the weekend because of the additional online classes. At present walk ins do not have assistance on the weekend. Lucy asked that faculty email her directly if there is anything your students need specifically. Dr. Cain stated that he will direct his students to Lucy for his senior Capstone course. Dr. asked if it was possible to set up a session for research design? Lucy stated that she could definitely do that. Dr. Bingham stated that she had Lucy come to two of her classes and she has been a great help. Lucy gives students resources needed to be successful. Lucy stated that she would make a list databases directly for each faculty members class.

Dr. Dynia and faculty thanked Lucy for coming to the meeting and looks forward to working with her.

OLD BUSINESS

None

NEW BUSINESS

Dr. Cain stated that there would be a University Senate meeting today. Dr. Cain sent the agenda to all faculty. Provost will be discussing zero-based budgeting. Dr. Cain will send what comes out to today's meeting.

Dr. Dynia stated that he is going to a meeting on Monday to discuss the specifics on zero-based budgeting.

Zero-based budgeting will be on next agenda.

ADJOURN

Dr. White moved to adjourn. Dr. Cain seconded. Meeting adjourned at 1:20pm.