Overview

In 2014-15, this administrative unit encompassed four academic departments under the oversight of an Interim Associate Dean. Those departments were English, Communication, Academic Development and the Library. In 2015-16, the Academic Development Department will move to another administrative area and two other departments will come on board. As a result, this unit will include English, Communication, the Library, English as a Second Language and Philosophy. The unit will be guided by a Dean and supported by two team members—an Administrative Assistant and a Department Assistant III.

Student Success

- Work with Curriculum Committee to facilitate evaluation of BC general education pattern as it applies to certain English, Communication and Philosophy courses.
- Continue to co-lead Assessment Committee to monitor Annual Assessment Report
  - Analyze disaggregated data as it relates to learning outcomes to determine effect on gaps
  - Work with unit’s academic departments to ensure we are collecting data regularly, analyzing it, and using it to make decisions about course content.
- Enrollment management—attend the ACBO conference to learn more about the science of this process to better maintain a class schedule that will provide as much opportunity for students as possible.
- Continue work on BC Dual Enrollment Team to facilitate the growth in number of dual courses offered
  - Work with IT to develop web site for dual enrollment information

Facilities and Infrastructure

- Facilitate a continuous flow of communication about facilities needs in the Humanities Building by making appropriate personnel in IT, M&O and other departments aware of faculty and staff needs related to facilities.

Integration

- Meet monthly with department chairs and classified support personnel so that they can understand each other’s needs and be aware of mutual or individual concerns as a means of integrating processes with new departments coming on board (Phil & ESL).
Communication

- Set up meetings in fall and spring with all faculty being evaluated. Use the time to share expectations of the portfolio and discuss the assessment narrative in depth. Set deadlines, and answer any and all questions.

Oversight and Accountability

- Develop and publicize a procedure for reporting absences and collecting absence forms from employees in the division.

Professional Development

- Plan a retreat event for the Library early in the year to bring the two new librarians and one new clerical support staff member on board with the department and the dean as well as other classified staff members.
- Hold a pre-fall faculty meeting to apprise returning faculty of changes or areas of focus for 2015-16.
- Plan and schedule New Faculty Seminar Sessions from August to May.
- Plan and schedule Adjunct Faculty Orientation Sessions for fall and spring.