

Humanities and Social Sciences Division Meeting

Thursday, August 13, 2026

Time: 2:30 pm to 4:30 pm

Location: Building 3-104

Remote Option: [Zoom Link](#) (Meeting ID: 898 0053 3179)

In-person sign-in sheet: Bob Lee, Dave Meckler, Lesly Ta, Rebekah Taveau, Meredith Lanska, Jaime Barajas, Dave Eck

1 – Introductory Agenda Items

1.1 Soft Meeting Start: Open Conversation

- **Start time:** 2:30pm
- **Estimated length:** 5 minutes
- Folks are encouraged to chat amongst ourselves. Building 3 keepsakes may be awarded for those who chat with someone they hadn't already known.

If you're on zoom, it is appreciated if you type your name into the chat to help with us recording attendance.

1.2 Welcome, New Faculty and Staff!

Name corrections are much appreciated if a name is mistyped, mispronounced, or if a different name is preferred.

[New Faculty Hire Handout](#) - (Related note: there is a faculty orientation session tomorrow during the College Flex Day.)

- Nattaly Sanchez Segura, ESL
- Jaime Barajas, Ethnic Studies (tenure-track)
- **Gracie Dorrance, History**
- Andrew Delunas, Philosophy
- Tee Haddow, Philosophy
- Pat Monaghan, Philosophy

- Fatima Gursul (ESL Retention Specialist Substitute. Fatima will start working with us this Monday, August 17.)
- Debbie Tseng (temporary office assistant in the Office of Instruction). Debbie continues to support our division this semester and will on some days be working out of our Division Office (3-205).
- Dave Eck (new Dean)

1.3 Norms for Our Division Meetings

- **Estimated start time:** 2:40pm
- **Estimated length:** 10 minutes
- **Facilitator:** Dave Eck
- **Topic:** The purpose of this agenda item is to set some agreed upon

communication norms for our Division meetings this academic year. Norm setting is especially helpful for folks new to our division and/or folks who haven't recently attended Division meetings.

1.4 Division Meeting Action Process

- **Estimated start time:** 2:50pm
- **Estimated length:** 9 minutes
- **Facilitator:** Dave Eck
- **Topic:** Discuss how the Division will record actions taken during our meetings. Our division has no bylaws dictating how we take action. Having an understood process for taking actions is good practice and good for accreditation.
- **Proposed action:** Adopt an agreed upon process for taking action or table item for next meeting. Examples of possible processes: 1) motions with "vote by consent," 2) motions with "roll call vote" (that is, individual votes are recorded).
 - Default: vote by consent, but anyone can request for a roll call vote either during the meeting or in advance.

1.5 Approval of Agenda

- **Estimated start time:** 3:00pm
- **Estimated length:** 1 minute
- **Facilitator:** Dave Eck
- **Topic:** This item is an opportunity to request a change in the order of the agenda, suggest any additions to the agenda, or request an item to be removed from the agenda. Minutes from the most recent Division meeting will be shared when they are located.
 - As a general note: it is common for visitors to drop into our Division meetings or for presenters to be visiting multiple division meetings. If this occurs with a facilitator who has limited availability, the agenda order may change during the meeting.
- **Proposed action:** Adopt the agenda.

2 – Participatory Governance Updates and Regular Reports

2.1 Participatory Governance Committees and Representatives

- **Estimated start time:** 3:00pm
- **Estimated length:** 20 minutes
- **Facilitator:** Dave Eck
- **Topic:** The purpose of this agenda item is for the Division to learn their representatives and to fill any existing vacancies. The end of each term is noted in parentheses next to the representative.
- **Proposed action:** invite, accept, and forward Division representative nominations to Academic Senate for committees and other participatory governance bodies. Vacancies/uncertainties are highlighted in yellow.

1. [Academic Senate](#), 2nd and 4th Thursdays, 1:00 to 3:00pm. In-person, Brown Act. HSS rep: **Danielle Pelletier** (SP 2027).
2. [Curriculum Committee](#), 1st and 3rd, Thursday, 1:00 to 2:30pm. In-person, Brown act. Two Division Representative spots: **First division representative – Rebekah Sidman Taveau; second division representative – vacant.**
3. [Distance Education Advisory Committee](#), 1st Wednesdays, 12:30-1:15pm, Zoom option. HSS Rep: **John Perez and Sean Negus** co-representatives (SP 2027).
4. [Technology Committee](#), 1st Wednesdays, 1:15-2:00pm, Zoom option. HSS Rep: **Ami Smith** (SP 2027).
5. [Equity and Antiracism Planning Council](#), 4th Tuesdays, 2:10 - 4:00pm, Zoom option. HSS rep: **Yolanda Valenzuela** (SP 2028).
6. [Planning and Budgeting Council](#), 1st and 3rd Wednesdays, 2:10 to 4:00pm, Zoom option. HSS rep: **Alicia Aguirre** (SP 2027).
7. Spring 2027, Division Evaluation Committee for Tenured Faculty (see [Appendix G of AFT contract](#) for the evaluation procedures): **Alicia Aguirre, Alison Field, Doniella Maher**

2.2 Regular Reports

- **Estimated start time:** 3:20pm
- **Estimated length:** 10 minutes total, about 3 minutes each
- **Topic:** During division meetings, time is given to groups who want to provide regular, brief updates. If you know of another group that would like to provide regular/brief updates to the Division, please request agenda space from the Division Office.

1. AFT Updates
2. [Honors Transfer Program Updates](#)
3. [Faculty Professional Development](#) (Article 13 Funds) Updates

3 – Stuff

3.1 Text Reserves and Technology Loan programs (Cañada Library)

- **Estimated start time:** 3:30pm
- **Estimated length:** 10 minutes
- **Facilitators:** Tessa Noriega and the Library Team

- **Topic:** Information about our library's [Text Reserves](#) process and [Technology Loan Program](#) for students.

3.2 Fall 2026 Faculty Evaluation Planning – Fall 2026

- **Estimated start time:** 3:40pm
- **Estimated length:** 10 minutes
- **Facilitator:** Dave Eck
 1. **Topic:** Review Fall 2026 schedule of faculty evaluations. Evaluators must be tenured faculty. Evaluators on tenure-track committees are appointed by Academic Senate. Evaluators of adjunct faculty are by mutual agreement between Dean and the evaluatee. (See [Appendix G of AFT contract](#) for all faculty evaluation procedures.)
- **Proposed action:** for tenure-track committees, confirm the below draft of evaluation committees, with any suggested changes noted. Forward tenure-track evaluation committees to Academic Senate.
 - a. Review [H.S.S. Tenure-Track Faculty Evaluation Committees, 2026-2027](#)
 - b. Review [scheduled H.S.S. adjunct faculty evaluations, 2026-2027](#)

3.3 Beginning of Semester Stuff: Messages, Reminders, and Helpful Resources

- **Estimated start time:** 3:45pm
- **Estimated length:** 25 minutes total
- **Facilitator:** Dave Eck
- **Topic:** Reminders and resources for starting the semester.
 - Syllabus Reminders and Resources
 - **Email your Fall 2026 syllabi to Debbie Tseng (tsengc@smccd.edu) by end of first week of class. For regular term classes, email by **August 21, 2026**.** (See the Temporary Teaching Assignment for more information about how to submit.)
 - Please double check your course number, SLOs, office hours, final exam dates, and any listed GE areas.
 - New Local AA GE areas and CalGETC transfer areas: If your syllabus lists the course's transfer GE (that is, [the CalGETC area](#) or [local GE area](#) that the course counts toward, then please review the linked files to ensure that the GE areas listed are current.
 - [Common Course Numbering Syllabus checklist](#) to help navigate the many new Phase 2 Common Course number changes. The checklist includes a list of every Cañada course that has changed its number this Fall.
 - General resources for syllabi: [Cañada College Syllabus Guide](#), [Example Course Syllabi](#)
 - Pre-semester August 5th email: "[Humanities and Social Sciences Updates, Including WebSchedule Changes](#)"

- July 30 District email: [WebSchedule Now Displays Finals Week Days/Times](#)
- [Temporary Teaching Assignment Division message](#) (from Office of Instruction)
 - Faculty DoorCard System Update: [Creating and Publishing Your Door Card, Getting Started Video](#)
- Dean of Enrollment Services Wissem Bennani email
 - Many enrollment processes have changed within the last 2 years. Example: waitlist process.
 - Bennani's email always appears near the beginning of the semester. Look for the multi-page pdf attachment.
- Supply Room (3-206) Updates: many new supplies are now available across the top row of the full-time faculty mailboxes.

3.4 Important Updates: Enrollments, Outreach Ambassador Training, Program Reviews

- **Estimated start time:** 4:10pm
- **Estimated length:** 10 minutes
- **Facilitator:** Dave Eck
 - Fall 2026 Enrollments Overview
 - [PRIE Enrollments Dashboard](#)
 - [Added after agenda was emailed out:] [Class Cancellation Procedure - Adapted to Fall 2026 Regular start classes](#)
 - Outreach Ambassador Training
 - Outreach is always looking for any kind of materials to share about our programs. We can pass along any kind of marketing materials.
 - If you would like to go moremore in-depth than just marketing materials, we can request an ambassador training session. Contact Dan or I for more information.
 - Points of emphasis:
 - What careers can be done with your programs and anything else you'd like them to share with the public.
 - We would love it if you are able to provide a lab/classroom tour.
 - H.S.S. [Comprehensive Program Reviews](#) due this year
 - Art and Art History (deferred until Spring)
 - English
 - English as a Second Language
 - Ethnic Studies (deferred until Spring?)
 - Music
 - Spanish
 - Theatre Arts
 - Umoja

4 – Closing Agenda Items

- **Estimated start time:** 4:20pm
- **Estimated length:** 10 minutes total
- **Facilitator:** Dave Eck

4.1 Division Meeting Feedback Survey

- In September, Dean Eck will send out a survey asking for feedback on what you would find most helpful from our division meetings. You will have a chance to give feedback on the type of topics we cover, how we cover them, what kind of minutes are taken, and any ideas you might have for making our meetings helpful and meaningful to you.

4.2 Meeting Highlights/Takeaways

- If you find any topic covered today especially helpful, especially for someone who might not have been able to attend, please share in the zoom chat or in some written form. Such notes will be collected and shared with the Division next week.

4.3 Requests for Future Agenda Items

- This item is an opportunity to request future agenda items. You can also email agenda requests to our division assistant Dan Barba and Dean Eck.
- Possible topics for future meetings: Employee Directory Information Review (including faculty titles), Early Alert and CARES processes, student grievance processes, program review support from PRIE, **PRIE data requests for majors contact.**

4.4 Announcements/Upcoming Events/For the Good of the Order

- Announcements/events/workshops:
 - [Financial Aid workshop Schedule - August 13 - November 19](#)
 - [National Alliance on Mental Illness Walk \(October 3\)](#)
- Please share any announcements or events that may be helpful to your colleagues and/or students!

Fall 2026 Division Meetings:

1. **Thursday**, August 13 (District Flex Day), **2:30-4:30pm**
2. September - no meeting
3. October 2 (12:10pm - 2:00pm)
4. November 13 (12:10pm - 2:00pm, **second Friday** due to Veterans' Day Holiday)
5. December 4 (12:10pm - 2:00pm)