



DIVISION OF SOCIAL SCIENCES AND EDUCATION
Division Meeting Minutes
September 14, 2004

Present:

Ms. Gwendolyn Bookman, Dr. Lona Cobb, Ms. Julia Covington, Dr. Beth Holder, Dr. Ambrous Jacobs, Ms. Vita Jones, Dr. Asha Khopkar, Ms. Jackie King, Ms. Yamuranai Kurewa, Dr. Diana McCauley, Mr. Leon McDougle, Dr. Charmaine McKissick-Melton, Ms. Diana Nicolae, Mr. Pius Nyadzor, Dr. Millicent Rainey, Dr. Gladys Reid, Dr. Rhonda Sharpe, Ms. Delores Shirley, Ms. Joyce Spruill, and Dr. Robert Williams

I. Introductions and Welcome:

- Dr. McCauley opened with introductions of new members to the Division (Dr. Rhonda Sharpe, Interim Chair – Business & Economics and Ms. Jackie King, Administrative Assistant).
- Other Kudos/Recognitions: Dr. McCauley recognized Prof. Kurewa, “Bennett College Coordinator for the 2005 Honda Campus All Star Challenge.”

II. Announcements

- There will be postings to search for Department Chairs, replacing the current interim Department Chairs. The postings should be on the website by January 15, 2005.
- Given that two Divisions did not receive information about the BOT Faculty Teaching Excellence Award in a timely fashion, each department is responsible for making recommendations for the award. The process needs to be completed during Fall '04. The two dates under consideration for formally recognizing the award recipient are, October 3rd and October 28th. By a vote (11-5-2), the Division of Social Sciences and Education favored the date of October 3rd.

- Concept Paper (HBCU – Up Grant): Dr. McCauley distributed the draft concept paper formulated by the Division of Natural & Behavioral Sciences/Mathematics.

III. Division Mission and Vision (update)

- The Division Mission and Vision statements have been given to Department Chairs to review with their faculty in their respective Department meetings. Department Chairs are requested to provide feedback to Dr. McCauley no later than September 30, 2004.

IV. Data Collection (Institutional Effectiveness)

- Dr. McCauley asked faculty to keep pertinent information on awards, growth, majors, changes, etc., available for reporting purposes.

V. Committee Assignments

- Faculty Senate – Dr. McCauley will get clarification on Faculty Senate for the Division.
- General Education Committee members: The following individuals are the Division's representatives to the General Education Committee: Dr. Ambrous Jacobs, Dr. Asha Khopkar, Prof. Yamuranai Kurewa, Mr. Leon McDougle, and Mr. Pius Nyadzor.
- Hospitality: Ms. Covington provided a financial report of the Hospitality Committee. Ms. Covington submitted her verbal resignation as Chair of the Hospitality Committee. She also recommended a Division review of Hospitality guidelines. With reluctance and great gratitude, the department accepted Ms. Covington's resignation. Dr. Williams accepted the new position as Hospitality Committee Chair with the support from other Division members. Ms. Covington will forward all hospitality information to Dr. Williams.

VI. Curriculum Initiatives

- Dr. Holder reviewed proposed changes to the Special Education curriculum (documents had been electronically transmitted prior to the meeting). The Division approved the Special Education changes by a vote of 18-0-1.

VII. Department Chair Comments and/or Club updates

- Dr. Holder: United Way kick-off will be held at noon on 9/16/04. One hundred percent participation is requested by Division Chairs.

- Dr. Cobb: Mass Communications summer internship presentations (limited seating); 9/17/04, 9:00 – 9:50 AM.
- Dr. Jacobs: Requested scheduling a Majors Meeting at least one week prior to mid terms (those students who have already declared majors). Dr. McCauley will take request back to Division Chairs.
- Dr. McCauley: September 28th Divisional ACES meeting. One-hour session. All students are invited to attend. The purpose is to provide students with information on departments and major offerings. At least one representative from each department is expected to attend.
- Dr. Sharpe: Business and Economics Majors meeting is scheduled for 9/15/04.
- Dr. McCauley: Spring '05 Divisional ACES Program. This is a program that you will be responsible for securing a speaker etc. (Dr. McCauley will provide additional information as it becomes available).
- Dr. Cobb: 9/17 is the last day to submit to the Bennett Banner. The 1st Fall '04 issue will be published on 9/24/04. Dr. Cobb requested that there be a new and improved campus directory, updated and cross-referenced, as well as an updated website.
- Ms. Nicolae: Submitted a proposal to Dr. McCauley for new equipment and to update the website.
- Ms. Vita Jones: There is not an ACES schedule as of yet. Dr. McCauley will make sure that everyone has the latest ACES calendar.
- Dr. Jacobs: Announced that the Excel workshop will be held on 9/25/04. Facilitator: Dr. Byong Lee. Participants will receive \$100.00 stipend.
- Dr. Rainey: Announced the 2nd Institute of Project Soaring High: September 18-20, Koury Convention Center.