



## **[CLUSTER/COMMITTEE] MEETING MINUTES**

**Psychology/Human Services**

**Oct. 15<sup>th</sup> 2014**

**1:00 PM**

**Social Sciences 114**

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**Attendance: Dr. Maria Francisca Arbona-Co-Cluster Chair, Dr. Andrew Blair-Co-Cluster Chair, Dr. Mike Miles, Dr. Roxanna Anderson, Professor Suzie Duff, Professor Mia Ocean, Professor Gisela Diaz, Dr. Ted Cascio**

### **ITEM 1 Update PSY 2012 learning outcomes**

Discussion: The cluster made changes to the PSY 2012 General Psychology learning outcomes.

Action: Cluster members voted and unanimously approved these changes to PSY 2012 learning outcomes

### **ITEM 2 Out of print textbook use.**

Discussion: Examined the textbook board policy and an additional email from the Vice President of Academic Affairs Dr. Sharon Sass. Cluster members identified that with a new edition of an adopted text, this would have to be approved by the Vice President of Academic Affairs (VPAA)

Action: Reviewed the board policy and related email from the VPAA

### **ITEM 3 DEP 2102 Child Growth and Development Voting Process for Future Text Adoptions**

Discussion: Members agreed that only psychology cluster members will vote on the upcoming and future text adoptions for DEP 2102.

Action: Cluster members voted unanimously to change the previous textbook cluster voting procedure for DEP 2102 dated August 2002

### **ITEM 4 Assessment for General Education Requirements**

Discussion: No discussion

Action: Clusters members agreed to re-administer the General Psychology GEA Instrument during Fall 2014 semester and department chairs present would insure that all adjuncts teaching PSY 2012 are notified to also administer it to their sections.

## **ITEM 5 Academic Dishonesty Policy**

Discussion: Cluster members discussed how each of them handle academic dishonesty in their courses and suggested the following steps and/or procedures; Step 1—for the first episode of academic dishonesty give a zero on the assignment with the option of sending the student to the appropriate Dean so a record could be kept; Step 2—for a repeated offense the student will receive an F and if they were not sent to the appropriate academic Dean after the first offense, they will be sent after the second offense so a record can then be kept; Step 3---the cluster recommended a student after repeated episodes of academic dishonesty be placed on academic probation.

Action: No action taken

## **ITEM 6 Procedure for upcoming textbook adoption/selection process**

Discussion: Professor Gisela Diaz, Dr. Mike Miles, and Dr. Roxanna Anderson expressed concern about the amount of time and effort needed to participate and traveling to Central campus for publisher presentations on Fridays during the upcoming Spring 2015 semester. In response to this concern Professors Diaz and Cascio volunteered to develop a rating rubric so cluster members who could not make it to on campus presentations could evaluate the proposed texts individually. In addition, if cluster members do attend on campus publisher presentations they will also use the rating rubric to evaluate texts. Finally the cluster members agreed that if any member wanted the cluster to evaluate additional texts they would have to submit their recommendations to cluster members by Nov. 1<sup>st</sup> 2014. The cluster agreed that any individual member would be responsible for contacting the publishing representative in order to provide copies of this text and related ancillaries to all cluster members.

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c. Minutes Distribution List