



HHS Department Meeting
September 13, 2024
[via Zoom](#)
MINUTES

Department Members	
<input type="checkbox"/> Sahar Attari	<input checked="" type="checkbox"/> Lidia Hulshof
<input checked="" type="checkbox"/> James Banks	<input type="checkbox"/> Catherine Lahren
<input checked="" type="checkbox"/> Tanya Brown	<input checked="" type="checkbox"/> Nicole Snitker
<input checked="" type="checkbox"/> Rachel Dyer-Ortega	<input checked="" type="checkbox"/> Ulysses Pantoja
<input checked="" type="checkbox"/> Candace Fernandez	<input checked="" type="checkbox"/> Denise Van Holland
<input checked="" type="checkbox"/> Lisa Hausladen	<input checked="" type="checkbox"/> Thomas Yancey

- I. **Call to order:** 2:03 p.m. by J. Banks
- II. **Approval of Agenda:** M/S by Hulshof / Dyer. Unanimously approved.
- III. **Approval of Minutes:** Deferred
- IV. **New Business**
 - A. **Department Updates** – J. Banks
 - 1. APC
 - a. Textbook definitions will be in terms of cost
 - i. There will very specific language
 - b. There has been a cease and desist for DE Camp Online Certification
 - i. Stop all work in the DE Camp for now
 - ii. RCCDFA will enter into negotiations with the District.
 - iii. We may know the outcome of negotiations until the new year.
 - c. Marketing
 - i. Table clothes are available to check out for each of the Schools.
 - ii. Each discipline may want to order one for their program
 - iii. May have school related swag available.
 - 1) Bob Fontaine mentioned that lanyards with program information are very popular
 - iv. Recommended schools/programs have an Instagram account.
 - d. You may receive an email from Dean Kevari regarding a student voices survey. If so, encourage your students to complete the survey.
 - e. Common Course Numbering (C-ID)
 - i. Five courses must implement C-ID numbering this semester
 - ii. Twenty courses are scheduled to implement C-ID number for spring.

- f. Enrollment management continues to be discussed. We are currently over our fall target.

B. Assessment, Senate Report, Distance Education – L. Hausladen

1. Senate
 - a. Senators discussed and expressed concerns about the C-ID numbering and academic freedom.
2. Assessment
 - a. Assessment projects due Monday, 9/16/2024
 - b. Committee has not met yet this semester
3. Distance Ed
 - a. DE currently has no funding for DE Coordinator or local POCR process.
 - b. Regarding DE camp – we have the cease and desist order in place

C. Curriculum Report – R. Dyer

1. All CORs must be launched by Friday, 9/27/2024 to make it through the curriculum process
2. New programs must be submitted by Tuesday, 10/25/2024.

D. Replacement position for Professor Banks

1. Motion by L. Hausladen to support the placement of Professor Banks position/Second by R. Dyer. Unanimously approved.

E. New Department Chair – J. Banks.

1. The department needs to elect a new department chair. Please submit nominations by Friday. Department will vote electronically to select the chair.

F. Department support of curriculum revisions/changes/additions

1. M/S Hausladen/Dyer. Unanimously approved.
Department continues to support all curriculum changes / revisions / additions to the programs in the various discipline areas in the Health, Human and Public Services Department.

V. Old Business – N/A

VI. Program Reports

A. Dental Assisting – L. Hulshof

1. Introduced new faculty member Candace Fernandez.

B. Dental Hygiene – N. Snitker

1. No Report.

C. Human Services – R. Dyer

1. Upcoming event: "Get Psyched" on October 10 from 9 a.m. – 3:30 p.m. RUHS, local agencies, and high schools will be in attendance, either in person or via Zoom.

D. Kinesiology – T. Brown

1. Looking at Yoga Certificate. Class canceled due to low enrollment. Hope to better market it in the future to gain interest in the certificate.

E. Medical Assisting – L. Hausladen

1. Introduced new faculty Ulysses Pantoja

VII. Concerns/Open Hearing – N/A

VIII. Adjournment – 2:59 p.m.

Respectfully submitted,
Lisa Hausladen