TO: Department of Sociology & Social Work Faculty

FROM: Amy Zlimen Ticho, Chair

RE: Fall 2020 Agenda for First Department Meeting

DATE: August 24, 2020

I am calling a pre-semester gathering and a department meeting for Thursday, August 27, 2020 from 10:00 a.m. to 12:45 p.m. via Zoom.

**Pre-Semester Gathering (10:00-11:00, to include all faculty and staff)**

1. Welcome back!
2. Introductions of people in attendance and those not in attendance
3. Who we are—our changing department and the School of Behavioral and Social Sciences
	1. Office Staff and Locations
		1. Karin Hyler (departing ADA, will be Administrative Specialist in School of Humanities and Global Studies)—congratulations and best wishes in this new position; thank you for assisting us during the transition
		2. Mary Clare Sorenson (incoming Administrative Specialist)—Welcome—we look forward to working with you—SCI D240—School Office—hours?
		3. Laurie Simonis (incoming Administrative Assistant)—Welcome—we look forward to working with you—CCC 477—School Office—hours?
		4. Amy Zlimen Ticho—CCC 480—SSW Chairperson Office
		5. Mailroom—CCC 484—shared with POLI
	2. Our School
		1. Craig Wendorf, Assistant Dean
		2. Departments in our school—SSW, PSYC, POLI, GEO—chairs to meet every other Friday with Craig
		3. Website being adapted
4. Our numbers and impact
5. Chair’s report related to COVID-19
	1. Be sure to complete the required employee training module
	2. Colleague coverage
	3. Office hours for faculty—encourage you to do this fully online—cannot use your offices for meetings with students—can use designated meeting rooms if face to face contact needed--CCC 402 and 444.

**Department Meeting (11:15-12:45, to include faculty only)**

1. Approval of the minutes of 4/29/20 and 5/11/20
2. Chair’s Report Related to University/College Budget Issues
	1. No department-supported travel, including site visits for internships
	2. No funding for student workers this year
	3. Reduction in phone lines
	4. No funding for IAS in spring, with exception of Alden and Li, who are already under contract
3. Updated Department Policies and Procedures (see attached)
4. Welcoming on-campus students at the Gazebo?
5. Committee Assignments and Other Responsibilities
	1. For Discussion/Action: Committee assignments for the year (see attached)
	2. Program Coordinators
		1. CJ (De Boer)
		2. NA Studies—still in the process of transferring to History
		3. SS in Health—refer any interested students to me for now
		4. Human Services AAS—moving to the school level, Craig Wendorf to oversee
	3. College/university committees/positions
		1. Please email me with any positions you have outside of the department so we all can be aware of how department is being represented across campus.
		2. I will compile list and share.
	4. Recruitment efforts
		1. Department recruitment liaisons—Kate Kipp—will you be continuing?
6. Committee Reports/Actions
	1. Educational Policies Committee
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
		3. For Discussion/Action: Spring 2021 timetable (see attached)
		4. For Discussion/Action: Crosslisting of WGS 203 with SOC 238 or another course number (Bernhagen’s request—is also applying for USD for the course)
	2. Assessment Committee
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
	3. Personnel Committee
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
	4. Social Work Program Committee
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
	5. Professional Development
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
	6. Public Relations
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
	7. Student Relations
		1. Roles/responsibilities of this committee
		2. Tasks in need of attention this semester/year
7. Old Business
8. New Business
9. Announcements
10. Adjourn