PRESENT: Carly Creley, Jennifer Hinostroza, Audra Lopez, Maya Padilla, Jamie Phillips, Brian Scott, Gary Uyeno, Tom Visosky and Dawn Waters

1. General Items
   • Brian introduced Carly Creley as our new one-year temporary faculty member.
   • Farm Work Day – We will have our next Farm Work Day/Welcome Back BBQ on Saturday, September 21st from 8 am to 1 pm. All faculty/staff members should bring a side dish to share. We will be meeting at F2A.
   • Discussion took place regarding the possibility of other schools coming out to use our facilities and animals for a fee.
   • Fullerton High School wants to bring students over to see our RVT facilities and our farm. The dates that work best for us are November 1st, 8th, or 15th.

2. Class Information
   • All syllabi need to be in the Division Office next week. Brian will remind adjunct professors.
   • Work Experience Issues – In order for students to repeat a work experience class they must complete a Petition for Exceptional Action and submit it to the Admissions Office. This needs to be done before they will be able to add the class.
   • Adding Students – If you have to add a lot of students to your classes, please let the new Associate Dean know.

3. Reminder on Forms
   • Conference and Travel Forms – must be filled out ahead of time, so plan ahead!!! Funding sources include: VTEA; Professional Development (amount varies); and Division Office ($200.00 per employee).
   • Field Trip Forms are to be completed and to the Division Office at least two weeks in advance.

4. VTEA Requisitions for Equipment – The requests for pre-approved equipment bought through VTEA are due to Jennifer by September 30th.

5. SLO Assessments – SLO Fun Day is scheduled for the first week of January in the Conference Room.

6. Curriculum Due This Year – We will approve all curriculum items at our October department meeting so please have everything ready.

7. Important Dates
   • Wiffle Ball Tournament – October 12th
   • Turf Expo – October 16 & 17
   • STMA – January 20, 2014 (San Antonio)
7. **Important Dates – (continued)**

- Farm Day – May 3rd
- Banquet – May 30th at 5 pm (moved to Friday)
- At Field Day
- Horticulture Career Night
- Plant sales

8. **Unit and Other Assignments**

- Audra Lopez – Swine Unit, PIE, VTEA, Ag Field Day and Articulation
- Dawn Waters - RVT Director, Vivarium & Greyhounds, Co-Advisor of the Equine Unit
- Jamie Phillips – Beef Unit and Farm Day
- Maya Padilla – Sheep Unit and Debbie Boroch Day
- Carly Creley – Co-Advisor of Equine Unit
- Gary Uyeno – Animal Health Care Coordinator and Animal Care Facility
- Jennifer Hinostroza – Horticulture Unit, PIE Coordinator and VTEA
- Tom Visosky – Farm Liaison and Building Committee Chairperson
- Brian Scott – Turf, Soils, IPM and Department Chairperson

It was mentioned at this time that Duneen would like to use our conference room for a full day for High School Outreach.

9. **Other Assignments**

- Academic Senate (Thursdays, 11:15-1:15 pm) – Jennifer
- Faculty Association (usually meets the 2nd Tuesday of each month from 11:30-1 pm) – Brian

10. **Old Business - None**

11. **New Business** – Gary discussed adding the following prerequisites to our existing classes:

- Medical Nursing – Pharmacology and Anatomy & Physiology
- Surgical Nursing – Medical Nursing
- Seminar – would like to make this a full-semester course instead of 6 weeks
- Veterinary Office Procedures – drop the enrollment to 30 due to the amount of computers we have in our lab
- Radiology – ass Anatomy and Physiology and Animal Handling and Restraint

Gary made a motion to approve, Dawn second the motion. All items were voted on and unanimously approved.

tc