Agriculture Department Meeting Minutes- October 10th, 2013

People in attendance: Brian Scott, Tom Visosky, Dawn Waters, Maya Padilla, Jennifer Hinostrova, Jamie Phillips, Audra Lopez, Gary Uyeno, Matthew Pawlak, Carly Creley

1. Thank you to all those who participated in Farm Work Day. It was a huge success. The next Farm Work Day will be rescheduled from January 25th to January 11th. There was further discussion that this date could possibly change due to livestock/horse shows and horticulture events. There was also some discussion about moving the date into the Spring semester.

2. Chelsea Bates, a current student “live-on” has moved off due to family issues. There are several “live-on” spots available. If any student is interested pass on Matthew’s contact info.

3. Unit websites for all areas of Agriculture (Animal Science, Equine, Horticulture, Registered Veterinary Technology) appear to be very out dated. Jennifer Hinostroza informed that a program update erased her current work and replaced the websites updated version and reloaded an older version which is why everything appears so outdated. Faculty needs to work towards re-updating websites. Jennifer has the passcode and has the access to change website information. She has no problem making the changes if faculty let her know what to change/update.

4. Tom Visosky met with Mike Gregoryk. There was discussion about the need to show student success in Agriculture programs, specifically Livestock Management and Horse Ranch Management. The best way to do this would be to track students who complete the program and advertise their successes. We need to show that these programs are turning out industry professionals whose degrees helped their success.

5. Curriculum Approvals- This pertains specifically to prerequisites and curriculum changes.

   -The department has voted and approved the proposed prerequisites and course changes to the Registered Veterinary Technology Program: Remove Animal Breeding AGAN94 from core course to elective course; ENGL68 prerequisite course for AGHE 54 Veterinary Office Procedures; MATH 71 or MATH 71X prerequisite to AGHE 64 Pharmacology; BIOL 1 prerequisite for AGHE 86 Anatomy and Physiology; and make the following all second-year courses: AGHE 60, AGHE 61, AGHE 62A, AGHE 62B, AGHE 65, AGHE 84B, AGHE 85. All curriculum changes to these courses were approved.

   -The department has voted and approved the proposed application to enter the 2nd year classes of the Registered Veterinary Technology Program.

   -The department has voted and approved the capitalization changes for AGLI 34
-The department has voted and approved the changes to AGOR 52, 53 and 72 for the Title V review requirements.

-Reminder that all curriculum changes must be reflected in the department minutes. It would be good to save the minutes containing the curriculum changes into your personal class folder so that you know where to locate them if they are needed. Any proposed curriculum changes should be brought to discussion in department meetings prior to going to advisory committees to ensure the entire department is well informed of any possible changes.

6. A new curriculum style guide has recently been shown to staff in Academic Senate. This style guide has been revised and updated to reflect what will be expected of curriculum verbiage. Jennifer Garwick will get copies for the department, as this style guide hasn’t been made completely available for faculty yet.

7. For content review, any pre- or co-requisite outside of the degree program must be approved depending on content review and statistical evaluation. For example- using BIO1 as a prerequisite for Veterinary Anatomy and Physiology would be required to go through this process.

8. Important Dates-

   -Wiffle Ball Tournament has really taken on steam and excitement. The date will be pushed back to accommodate additional guests. The date is still to be determined.

   -All other dates currently reflected in the meeting agenda look good and are approved by the department.

9. High school field trips are set to go as planned on November 8th and 15th. Gary Uyeno has made a schedule for each field trip. Students will meet at Sherman Park at 9am. The tour will start in the veterinary hospital, tour the farm, tour the horticulture unit, walk the Ag Literacy Trail, and will end for lunch at Sherman Park. Terri Colvil will need to put in a request to use the park on the dates of the field trips.

10. Alumni Day-

    -A working document will be created to enter alumni contact information to make it easier to notify alumni.

    -There will be breakout sessions in the afternoon to be put on by approximately 5 different departments. Agriculture will offer one of these breakout sessions by possible doing a hayride or touring the veterinary hospital.
-This strengthens the relationship between the department and the Foundation. This may open a dialogue for fundraising and accounts to be used to sponsor events.

11. Evaluations for adjunct faculty need to be completed by the end of the 10th week. November 1st is the last day to drop a student from your class. Make sure to do this if a student is not coming to class.

12. Division Items-
   - Approval to fly the position to fill a full-time faculty position. This is a great achievement because faculty obligations show that the school is actually 8 teachers over the requirement. Academic Senate is now reviewing the request.
   - VP of Instruction and Chancellor are working hard at securing the opportunity to continue to hire staff as needed to fill positions within the college.
   - Equipment rankings will be done in the November department meeting. If equipment items are not in PIE then these items will not be considered. Get them into PIE as soon as possible. Remember that PIE needs to be comprehensive.
   - Enrollment management has reported that the department can keep all sections of classes from last Spring semester.
   - Remember to send all division correspondence items to the division email address (NSDIV@mtsac.edu). Dena will be going out on maternity leave soon, and it is important that all emails are received and responded too.

13. Faculty Association Items-
   - The department has voted on the new dental insurance items. The department has voted to approve the new proposed dental plan. The dental plan options also appeared on the back of the department’s meeting agenda.
   - Brian has asked the department to email him the name of the DVD that each professor needs closed-captioned. Get that to Brian ASAP.
   - The department was asked if Mt.SAC offered a Benefit & Retirement Workshop would faculty attend. The overwhelming response was absolutely. Yes.

14. Next Meeting Dates are scheduled for November 14th and December 12th.