

Biological Sciences Department Meeting Minutes

November 5, 2015

Attendance:

Name	P	A	Name	P	A	Name	P	A
Cindy Anderson	X		Jennifer MacDonald	X		Sherry Schmidt		X
Frances Borella	X		Beta Meyer	X		Sarah Scott	X	
Chris Briggs	X		David Mirman	X		Cindy Shannon	X	
Alison Chamberlain	X		Loni Nguyen	X		Deidre Vail	X	
Mark Cooper	X		Virginia Pascoe	X		Naomi Velarde-Jang	X	
Lynda Hoggan	X		Craig Petersen	X		Carola Wright	X	
Karyn Kakiba-Russell	X		Melissa Presch	X		Jeremy Marion		X
Janine Kido	X		Tim Revell	X				
Betsy Lawlor	X		Carmen Rexach	X				

1. **Update on Wildlife Sanctuary Sinkhole Repair:** Craig presented pictures showing the progress of the repair of the sink holes in the Wildlife Sanctuary. Completion is expected by Mar 1st, 2016 or sooner. During construction classes will enter WLS through the main gate and through gate 2 to reach the amphitheatre. Old wetland soil was uncovered while digging the hole to bury the gas lines. Fiber optics hooked into Mt SAC are being reinstalled. The stream and waterfall are to be established. Gabion baskets will be filled with rocks to support the stream sides, will be filled in time with soil, plants, etc. Whale area old entrance to Mt. SAC. The new extension for the gas pipe has been installed and covered. They are terracing sides now along the edges of the stream. All sink holes have been filled in and repaired temporarily, they will start from the south end and build the stream back. Bridge will be rustic and enough to support a vehicle and foot traffic.

2. **Recognitions**

Desired outcome: faculty are recognized for their contributions to the department and the college

Cindy Shannon was recognized for being chosen for this year's Eternal Flame Award because of her tireless effort toward the creation and coordination of Dr. Deborah Borocho Science Discovery Day. She was awarded a beautiful plaque with a photograph of her by Sherry and Jeanne and the description of her award which was read by Lynda.

The Biology Department selected Dr. Raminder Kaur for the Faculty Association Adjunct Faculty Appreciation Award. David wrote the following passage to Joan Scholars describing why Raminder was selected:

- The biology department would like to recognize Raminder Kaur. We would like to recognize her for her outstanding teaching, especially in the lab environment. We also want to recognize her and thank her for her flexibility and her desire to help the department out in scheduling, with her willingness to teach any of several different courses at many different times of day depending on department needs. Finally, we want to recognize her and thank her for being a great colleague, always pleasant and professional to work with even when she has undergone a great personal tragedy, and always willing to help out her colleagues when they need substitutes for their classes. We have many great faculty in our department, and we consider her one of our best.

Raminder visited the meeting while David read the passage above and expressed her sincere appreciation for this recognition. Danielle Manookian was also nominated because of her contributions to the physiology courses.

Reconnect announcement by Frances Borella: NAISA held a hugely successful drive where school supplies were collected and sent to an elementary school at the Standing Rock Reservation, North Dakota that was severely damaged by a fire.

3. **Senate report by Senator Briggs**

Desired outcomes: department is informed of the meeting, directs Chris how to vote for us, and has their questions answered.

Needing input:

- We are working to revise our campus mission statement to meet standards for accreditation.
- A survey regarding contract negotiations is available on the Portal through October 29.
- Contract changes: It will be harder to get column cross-over credit for courses, but easier to get professional-development credit, starting in July 2016. (Professional Development report)

Courses:

- Courses that completed full cycle of outcomes assessment in May 2015: Anat-35, Biol-1, and Biol-21.
- Courses that have until May 2016 to complete this cycle: Anat-40A and 40B, Biol-34 and 34L, Biol-50, Biol-6L, HT-14, and Micr-1.

Money: Submit travel \$ requests soon for travel this summer.

Other interesting bits:

- "Creation of Task Force on State Work Force Task Force Report"
- Working on gender-neutral bathrooms.
- Our state Academic Senate recommends considering open-access online textbooks.
- Curriculum & Instruction shared a style sheet to streamline course submission.
- President Scroggins spoke with Senate about how our campus coordinates emergency responses with local agencies.
- We have FORTY-NINE department chairs on campus.
- Two water-bottle refill stations have been installed, one at the pool, and another near the soccer fields.

At a recent meeting state propositions were discussed, many of which address how community colleges will work with Bachelor programs. Discussion items included:

- Certification of community college instructors that teach upper division courses
- Admissions,
- What curriculum will look like.

This is happening at the state level. State propositions can be found on the Academic Senate web page. This directly impacts us because of our application for the HTL Bachelors Program proposal.

4. **Equivalencies review by David**

Desired outcome: department votes on renewal of Anth and Bio equivalencies.

Department approved both Anthropology and Biological Science equivalencies as written with and's and or's to be capitalized.

Anthropology equivalencies:

1. (A) A bachelor's degree in Anthropology or Archaeology and (B) a master's degree in Geography or Public Health (with a specialization in community, global, or international health).

OR

2. (A) A bachelor's degree in Anthropology or Archaeology and (B) the unit/course equivalent to a master's degree in the discipline or a related discipline and (C) significant progress towards a Ph.D. degree in Anthropology or a related area such as geography, public health (with a specialization in community, global, or international health), sociology, biological sciences, genetics, or paleontology. "Significant progress" shall be defined as having advanced to candidacy for the degree as designated on the candidate's transcript or documented by a written statement from an authorized representative of the institution which will award the degree; and is subject to degree completion before entering into a contract with the district. (Documentation that the degree has been awarded must be submitted before the district will enter into a contract.)

Rationale:

1. Geography, like anthropology, links the social sciences and natural sciences together. Human geographers study the spatial aspects of human existence, including how people interact with the environment. Physical geographers study patterns of climates, land forms, vegetation, soils, and water. Geographers use many of the same tools and techniques as archaeologists, including Geographic Information Systems (GIS), Remote Sensing, and Global Positioning Systems (GPS).

Medical anthropology is an applied specialty in which cultural anthropology informs public health efforts in the developing world and in developed countries. Most doctoral programs in Medical Anthropology require candidates to earn a concurrent Master of Public Health.

2. Many graduate programs in Anthropology award the Master's Degree automatically upon advancement to candidacy for the Ph.D., but some do not. Since the amount of post-bachelor's education is equivalent in a professional with an M.A and a professional who has advanced to candidacy for the Ph.D., it makes sense to treat such applicants equitably.

Questions from last year's equivalency committee:

1. While we understand from the department minutes the rationale behind the use of letters (A), (B) and (C) in the new submission, the standard format is simply having the AND or OR in all caps. In order to make the appearance clearer an alternate solution is to use a paragraph return for each new clause.
2. What was the rationale for removing Forensic Sciences from the equivalency? Since a Master's in Forensic Sciences qualifies a candidate, is there a combination of a Bachelor's in Forensic Science and either experience or certification that might be used in the equivalency?

Per Betsy/Frances: We don't say that Forensic Science qualifies a candidate because Forensic Science has been moved to upper division by CID. State equivalency includes Masters of Forensic Sciences. We want someone with anthro/archaeology as a degree since they are going to teach anthro/archaeology. If the candidate has a masters in anthro/archaeology, then they are qualified, with a variety of bachelors degrees.

3. In a similar vein, the committee was uncertain about the inclusion of those with Geography and Public Health Bachelor's degrees. Are these degrees intended for those who will only teach Cultural Anthropology or Medical Anthropology? Keep in mind that once a professor is hired they are considered to have the ability to teach all courses in the discipline

If have Bachelors in anthro, can teach a basic course.

Biological Science equivalencies:

1. (A) A bachelor's degree in a biological science **and** (B) the unit/course equivalent to a master's degree in the discipline or a related discipline **and** (C) significant progress towards a Ph.D. degree in a biological science such as, **but not limited to:** Anatomy, Physiology, Animal Physiology, Biochemistry, Biomedical Sciences, Biophysics, Biotechnology, Marine Biology, Microbiology, Immunology, Cell or Molecular Biology, Genetics, Histology, Embryology/Developmental Biology, Botany, Plant Sciences, Biology Education, Ecology/Environmental Biology, Evolutionary Biology, Entomology, Zoology, Herpetology, Ornithology, Ichthyology, Mammology, or Paleobiology/Paleobotany/Paleozoology. "Significant progress" shall be defined as having advanced to candidacy for the degree as designated on the candidate's transcript or documented by a written statement from an authorized representative of the institution which will award the degree; and is subject to degree completion before entering into a contract with the district. (Documentation that the degree has been awarded must be submitted before the district will enter into a contract.)

OR

2. (A) A bachelor's degree in a biological science **and** (B) an advanced degree in the biomedical sciences such as M.P.H., M.S.P.H., M.D., D.O., D.D.S., D.M.D. or D.V.M.

Rationale:

1. Allows for Ph.D. candidates whose educational background is equivalent to a master's degree, but have not completed their Ph.D., to be considered for hiring.
2. The bachelor's degree in a biological science provides breadth in biology that the biomedical graduate degrees lack, while the biomedical graduate degrees listed provide depth.

5. Form hiring teams for Anth (cultural), Health, and Bio (non-majors) by David

Desired outcomes: department forms hiring teams, or gives the deans a list of candidates for the hiring teams.

We will be hiring for 3 faculty positions, making this the best hiring year since 1999! Hiring teams were formed. Those serving on a hiring team will not be serving on probationary evaluation committees. Meetings and interviews for hiring will likely be scheduled this winter. We are allowed 3-4 faculty per committee, 1 dean per committee. David will be on 1 committee. Matt wants us to

get the job description, minimum and desired qualifications and a rough draft of the interview questions ready now so we can hand them to Human Resources when asked. Teams need to meet immediately so that the jobs can be flown as soon as possible. David will try to get past most relevant job description for the Non-majors Biology Position and send it to Mark. One person in each group will take the responsibility for setting up the first meeting.

Discipline	Hiring Team (Bolded member will schedule the 1st meeting)
Health	David , Carmen, Jennifer, Carola, and Lynda as a nonvoting member.
Cultural Anthropology	Betsy , Frances, Loni, Alison
Nonmajors Biology	Mark , Tim if the hiring is done by spring (on sabbatical), Sarah, Beta

Cindy Anderson and Cindy Shannon will be alternates if additional team members are needed.

Currently, you can't be on the hiring committee for your replacement. This policy is being questioned since Lynda is the only person hired under the Health discipline. Matt is checking on whether or not Lynda can join the hiring team for the Health position.

EEO training is required for each team member. Training sessions are already scheduled: Tuesday, Nov. 10th 3-5pm or Thursday, Dec. 3rd 3-5pm. Human Resources may come to us if we have enough people that can't make the scheduled training sessions.

6. Debbie Day by Cindy S.

Desired outcome: Cindy informs the department of plans for the event and recruits help as needed.

This year the Debbie Day theme is Sustainability. The Gas Company was interested in supporting sustainability on campus this year. According to Bill Lambert, Edison will be donating \$2000. The Gas Company will be donating \$5000!

An email will be sent to all departments in the Natural Science Division, since some members of the division may not have been here when this event started 5 years ago. **There will be a robotics demonstration (robots picking up trash) by Collegewood Elementary School First Lego League Robotics Team. Many other booths on sustainability education such as the water company and AQMD will be invited to participate by Cindy.

Biology Department Volunteers will include: Beta, Jennifer, Karyn, Craig, Cindy Anderson, Chris, Naomi (the day before), Alison, Virginia, Mark, and Deidre

A meeting for those setting up activities for Debbie Day will be held tomorrow. The food for the lunch on Debbie Day will be discussed. The In-n-Out truck and the Cardenas truck are being considered.

7. PIE and equipment requests by Jennifer

Desired outcome: Jennifer informs the department of some ideas from Dean Hoover.

Jennifer met with Karelyn Hoover to talk about equipment requests through Perkins funding. These equipment requests must be in the PIE report. Those reviewing PIE reports will look for rationale for

the equipment request and what SLO is tied to that equipment. They are interested in the impact on students. One of the things that we can use to our benefit is to include the number of sections impacted by the requested equipment, and the number of students in these sections to show impact. A few sentences would be sufficient.

8. Visiting Brazilians by Carmen

Desired outcome: department is informed of the visit and helps Carmen plan events for the visitors.

Carmen will have a list of activities to send out to everyone. Andre will be coming. Everyone is welcome to participate in any of the planned activities!

- On Monday evening they arrive.
- Tuesday they will come to campus and to UCI Willard Body Program.
- Wednesday-Disneyland.
- Thursday, Nov. 12th, Andre's talk at the Design Technology Center at 11:30am:
- Friday Universal studios, Adults Only Night at Lynda house
- Saturday UCLA game,
- Sunday Farrell's Ice cream Parlor.
- Leaving Tuesday, Nov. 17th.

Other activities offered by Biology Department members were:

- Nov. 16th: HT 14 students will be working on frozen sections from 11:30-2:40pm our visitors are welcome to tour.
- Nov. 17th they will tour the Meek in the morning

9. Faculty Association (FA)report by Representative Beta Meyer

Desired outcome: department is informed of the meeting and has their questions answered

Items presented from the FA notes were:

- Calendar preferences were discussed:

D: flex day is early, Classes start Wed. Aug. 21. Full week off in Nov. for Thanksgiving.
Finish early in Dec.

B: Start Aug. 28, finish Dec. 17. Regular Thanksgiving days off.

The Biology Department voted for Calendar version "B".

- Negotiations survey, we are allowed 5 reopeners: Biology Department members were asked to review the Negotiations Survey, choose their top 5 and notify Beta before we left for the evening.
- FA is looking for people to work on the student email tracking project.
- BOT approved construction contracts that will use the Mt. SAC Hill as environmental remediation for the bird and sage habitat lost by the solar project.
- Everyone is encouraged to participate in the "Dine to Donate for student scholarships
- PAC is hearing issues about vaping, and considering a revision to the BA and AP about tobacco use on campus.
- ITAC is beginning to study Canvas, a LMS that may replace MoodleRooms. (currently paid for by the Chancellor's Office).

10. **Report from department chair's meeting of November 5 by David**

Desired outcome: department is informed of the meeting and has their questions answered.

- The college is still seeking to grow to maximize obtaining growth funds. The deans offered to support departments in their efforts to grow. For example, they could help with adjunct hiring committees.
- Karelyn asked faculty and chairs to make a better effort to make sure course outlines are complete (no blanks for the check-box, yes/no questions) before submitting. Karelyn and Michelle Sampat are available to help.
- The New Meek account is almost ready, within one week. Students have been working without pay for 10 weeks.
- To reschedule an office hour within the same week needs dean approval. This is usually OK, unless there is a pattern.
- For tenured full-time faculty conduct student evaluations (year 1 of cycle) and adjunct faculty with rehire rights, faculty need to turn in H2a with tallies from IT and a written summary of the student comments to division.

11. **Deidre, new sexual violence reporting and prevention task force.** A task force is being formed to address many concerns about sexual violence reporting and prevention. Concerns may involve minors, sexual harassment, and how much we know (or don't know) about what we are required to report. Human Resource is developing training.

This task force needs to know what issues or questions we as faculty have.

Email Deidre if anything comes up regarding reporting and prevention.

- report to public safety if you witness a crime,
- Carolyn Keys will inform you if you don't know,
- Report to student health regarding sexual assault.

12. **Review of commitments made**

- Give top five negotiation reopeners to Beta before we leave.
- Hiring teams start working required/desired qualifications, job descriptions, and interview questions
- David will get information needed to the hiring teams.

13. **Announcements and events**

- Next department meeting November 19, food by Cindy S. and Sherry
- Bio 24 has been approved for distance learning
- Carmen is forming an advisory committee for an associate's degree in public health
- Bio 99 has to have attendance records to verify hours earned.
- Friday the 13th: The Wildlife Sanctuary is involved with EAGLE and Bureau of Land Management, in The Southern California Youth Summit; 180 High School students from across California are coming to learn about job opportunities in conservation
- Betsy's email home hacked, don't open that email.
- Carmen is training for SNAP and was just notified that SNAP is not being used.
- Chris's Co-op is having a belated Halloween party

Minutes by VP edited by DHM