1. **Caduceus club pre-health conference report by Carmen and Caduceus students**  
Desired outcome: department is informed how the event went

The caduceus club members thanked the biology department for the continued support for the health professions conference. Each department member was given a gift as a token of the students’ appreciation. Each department member also received a conference program and was encouraged to see the student success stories that are described inside the program.

2. **Sunshine fund by Deidre**  
Desired outcome: department is updated on the status and uses of the fund

Deidre reported on the latest gifts that were purchased through the sunshine funds. Department members may need to donate to the sunshine fund in the next academic year (2015-2016).

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.

The proposal of enlarging the membership of the Education Design Committee from 14 to 23 members with the goal of increasing the diversity of represented groups passed the academic senate. This change will be implemented in the fall and evaluated through the next academic year (2015-2016).

New policies on social media will be of interest to the department. There will be more information on this topic later in an email from Senator Briggs. The Academic Senate will be voting on these policies during the next senate meeting. More details will be described in the email with notes from...
the latest senate meeting. We will need to respond to his email to express our opinions and concerns.

4. **Anth 1L lab parity by David**
   Desired outcome: department re-confirms parity status of Anth 1L for minutes.

   The Biology Department unanimously supported continued parity status for ANTH 1L.

   Tim mentioned that although this was a noncontroversial issue, but he suggested that most votes be done by secret ballot in the future.

5. **Anatomy 40A, 40B, and Micro 1 course outlines by Carmen and Virginia**
   Desired outcomes: department reviews proposed changes, provides feedback to Carmen and Virginia, then votes on proposals.

   Department members voted on several course outlines:

<table>
<thead>
<tr>
<th>Course</th>
<th>Changes</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 40A</td>
<td>New text</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>ANAT 40B</td>
<td>New text</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>MICR 1</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>BIOL 1</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>BIOL 6L</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>BIOL 15</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>BIOL 15H</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>ANAT 35</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>BIOL 24</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
<tr>
<td>HT 16</td>
<td>None</td>
<td>Unanimous in favor</td>
</tr>
</tbody>
</table>

   NOTE: Anat 10A and Anat 10B course outlines will be changed slightly and sent through email for department approval

   **Continued parity status was unanimously supported for the following courses:**

   ANAT40A, ANAT40 B, MICR 1, MICR 22, BIOL 1, BIOL 6L, ANAT 35, and ANAT 36, HT 12, HT 14, HT 16.

6. **Department chair nominations by David**
   Desired outcome: department nominates candidates for chair election to be held at June 4 meeting.

   The Biology Department nominated David Mirman as department chair for another year!

7. **Anatomy 10B and 36 pre-requisites by David** (see attachment, if there are any issues this will be tabled for discussion at an A+P meeting)
   Desired outcome: department votes on adding advisory prereq of Bio 1 to Anat 10B, dept votes on adding hard prereq of Bio 1 or 4 or 4H to Anat 36.
Currently, Anat 10A (Anatomy) has an advisory prerequisite of Bio 1. Anat 10B does not. At Mt. SAC, students take 10A before 10B, so all Mt. SAC students have seen the advisory before enrolling in 10A/10B sequence. But transfer students who take Anatomy elsewhere, may register directly into Anat 10B without ever being advised that we recommend taking Bio 1. Proposal: copy the advisory prerequisite of Bio 1 from 10A onto 10B so that it is on both courses.

Similarly, Anat 35 has a hard prerequisite of Bio 1 or 4 or 4H. Anat 36 does not. Mt. SAC students take Bio 1 or 4, then Anat 35, then Anat 36. But transfer students who take a 5 unit Anatomy elsewhere may enroll directly in Anat 36 without taking Bio. These students not only will be less prepared for Anat 36, but also they will miss some genetics and cell division content that used to be in Anat 36 but was removed when the hard prereq of Bio 1/4/4H was put in place for Anat 35. Proposal: copy hard prerequisites of Bio 1 or 4 or 4H from Anat 35 to Anat 36, so that it is on both courses.

The Biology Department voted unanimously in favor of the above proposal.

(Anat 36 course outline was approved unanimously in favor of the above proposal).

Change of the advisory prereq of Chem 10 for ANAT10B to a hard prereq is a new issue and must be discussed among the A & P group before the biology department at large reviews it.

8. PIE report by David
Desired outcome: department provides guidance to David for this year’s PIE report

Reviewed Achievements for this year. New Achievements included the following:

- Health Career outreach, 280 students, very successful, including tours of labs and suturing, smoking film
- Pre-Health professions: 700 attended, 115 speakers,
- Debbie Day, over 215 children registered.
- Earth Week: 3 speakers in the sanctuary 280 people attended.
- Meek opening for astronomy nights, Debbie Day and other events. $5,000 taxidermy done on both the Meek and Biology Museum:
- Smoking Film: (Parallel Existence)
- Resource Room: 2 new scopes much better than what was there.
- Science Alliance: met in Fall, and Spring to discuss what they want for stem center, Speaker: Dr. Jimmy Hernandez 5:30 Tues, May 12th.
- Bio 25 (Conservation Bio) was offered for the first time this Spring.
- Micro26 offered the first time this summer (offered 3 times so far.) Live in Fall, online in Summer and Winter.
- CID submissions Anthro 1, 1L, 1H, 3, 22, ANAT 10A/B approved conditionally. Bio 8 was submitted but declined.
- ANth 4 new archeology was approved by EDC
- Submitted the proposal for the HTL Bachelors degree. If approved we would be the 3rd in the nation.

We discussed External and Internal Conditions, Trends, and Impacts

- Efficacy and safety of vaccines and the prolong drought in CA are new concerns and frequent topics of discussion.
- Lack of funding for SI positions impacts student success. Department student work budget has fallen behind department needs.
- Enlargement of WLS with lack of budget, lack of staff support
- There needs to be an easier way to share large files with students and with other faculty through the portal
- Invoices from NAACLS must be paid by Mt. SAC in a timely manner. This effects our standing with NAACLS and Jennifer’s ability to track student data such as HT certification pass rates.

**Reviewed goals:** No new goals were added

**The following needs were expressed:**
- supply budget increase,
- taxidermy account,
- employees and supplies for the meek.
- Need a separate budget for the Meek, Resource room, teacher assistant budget.
- Mark needs humidifier for Meek ($20,000)
- 3 new articulated skeletons for Bio labs so that there is a male and female in every lab.
- Add 8 iPads for cadaver lab
- Privacy Curtains for the anatomy labs.

Staffing support, facilities were reviewed

Carmen and Jennifer will think about what will be needed for the HTL bachelor’s program to put into the PIE.

Faculty should send other ideas about important statements to add to the PIE Report to David.

9. **Faculty Association report by Representative Kakiba-Russell**

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

*(From Karyn’s notes):*

a. President Report was summarized:
   - Looking for a reasonable definition of bullying and intervention strategies
   - Fall 2012 had the highest levels of student success in 22 years
   - FA is examining the College Mission Statement
   - Sick leave for employees not represented by union
   - Residences north of the College has a restraining order against the parking structure
   - We now use 1/3 less water than 10 years ago
   - Several new sexual violence laws and regulations will be coming into effect in July
   - Dept. Chairs Training Taskforce
   - Putting on the Hits ticket sales were down
   - BJ fundraiser Tuesday (Apr. 28) and Monday (May 4).
   - Tim had to resign from FA Exec Board; if anyone is interested in being appointed, let Eric K. know
   - Several Committee Vacancies for Fall 2015 need to be filled. See the list for more information

b. VP Report Summary: Membership is down. Please sign up!
c. Next week faculty appreciation week. RSVP today about pizza night Tuesday 12th, Wednesday taco night, and Friday.

d. The following Tentative Agreements have been reached:
   - TA4-Full-time 2 & 3 yr eval
   - TA7-Adjunct Professors’ Eval Process
   - TA8-Faculty on first 4 steps of Contract Salary
   - TA9-Retirement incentive-not this year
   - TA10-Adjunct Professors—shall be paid $25 for 1 hr of office

Once the contract done, faculty need to decide if it should be ratified in the summer or fall. If it is ratified in the fall some things that would start in fall would not start. If the contract is ratified in the summer then we can contact Eric K. with questions.

The Biology Department Voted in favor of ratifying the contract this summer.

21 in favor: 1 opposed

President, VP, Treasurer, Secretary of FA will remain the same for the 2015-2016 academic year.
Dues remain unchanged for the 2015-16 academic year.
Conflict of interest statement-specific right now, but we will add to it in the future.

10. Report from department chair’s meeting of May 7 by David  
Desired outcome: department is informed of the meeting and has their questions answered.

   a. Please submit course outlines to David ASAP so that he can submit to Karelyn by May 15 so she can submit to EDC by May 31. Prereqs outside of our department need to be discussed with that other department. This can be by email. The email should be attached to the course outline. If other than ENGL or MATH (possibly or READ), we need to show other colleges that have this, if a Cal State has this, that is sufficient. Content review forms should include an explanation, language like “skills from the course outline of course X are beneficial for student’s success in this course” for advisory, “skills from the course outline of course X are necessary for student success in this course” for hard prereq. When courses are sent back by EDC with comments, please respond in a timely manner.
   b. Meetings in the STEM center to discuss STEM center planning Thursday May 14th 3:15-4:30 or 4:45-6:00 or 6:15-7:30, RSVP to Karelyn. Students are welcome, especially from student clubs. Email on this forthcoming.
   c. Division goal statements were discussed (for PIE).
   d. STRS changed rules for department chair compensation such that chair stipend will not count in salary toward defined benefit portion of STRS and instead will count in defined benefits supplemental account similar to overload pay.
   e. Outcomes committee presentation on program level outcomes. We need to have SLOs and PLOs (program level outcomes) mapped to Institutional Level Outcomes for at least one program by the end of June (GEOs are no longer required.)
   f. Karelyn requests a department group photo and photos from events for the NSD newsletter.

11. Review of commitments made
   - Everyone needs to sign up for the end of the year party and list the number of people that will be attending.
   - Faculty should send other ideas about important statements to add to the PIE Report to David.
- Senator Briggs will email the Biology Department notes from the last Academic Senate meeting and department members will review his email for information on social media policies.
- The Biology Department needs to provide a group photo and photos from Biology Department events to Karelyn.

12. **Announcements and events**
   - Next department meeting June 4 food by Carola and Frances
   - Course coordinators please prepare Winter and Spring 2016 schedules by June 4th meeting
   - Jennifer and Carmen turned in the HT Bachelor’s proposal. Everyone came through for this project in a short period of time! 40 schools applied, and 15 will be approved. The HTL program is unique because we would be 1 of only 3 in the nation.
   - Adjunct eval form in everyone’s box.
   - A&P group working with outside consultant for communication issues.

5/13 vp