Biology Department Meeting Minutes
November 6, 2014

Attendance:

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<tr>
<td>Cindy Anderson</td>
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<td>Jennifer MacDonald</td>
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<td>Sherry Schmidt</td>
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<td>Frances Borella</td>
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<td>Beta Meyer</td>
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<td>Sarah Scott</td>
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<td>Chris Briggs</td>
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<td>David Mirman</td>
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<td>Cindy Shannon</td>
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<td>Alison Chamberlain</td>
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<td>Loni Nguyen</td>
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<td>Deidre Vail</td>
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<td>Mark Cooper</td>
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<td>Virginia Pascoe</td>
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<td>Naomi Velarde-Jang</td>
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<td>Lynda Hoggan</td>
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<td>Craig Petersen</td>
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<td>Carola Wright</td>
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<td>Karyn Kakiba-Russell</td>
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<td>Melissa Presch</td>
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<td>Janine Kido</td>
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<td>Tim Revell</td>
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<td>Betsy Lawlor</td>
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1. Reconnect
   Faculty shared what is going on in their lives.

2. Senate report by Senator Briggs
   
   Notes from Senate were sent to email. Three highlights:
   (1) Task Force positions are available.
   (2) Committees positions are available.
   (3) Uyen Mai is looking for stories from across campus.

3. Report from department chair's meeting of Nov 6 by David
   
   David shared a report from the department chair's meeting:
   (1) if not in class, Division needs to know. If field trip in lieu of class, need to be there. If on campus but not in classroom, division doesn't need to know, but note on door can be helpful for students who come late.
   
   (2) Ranking full-time hiring: Instruction office kept our division's ranking. The Senate Exec board changed some things. Two math positions were in top ten - first was struck out without moving up others. Math is therefore getting no retirement replacement, even after adding 60 sections. David and Art likely to meet with Dan Smith for more explanation.

   Need for ranking rubric from Senate Exec board.

   College has not hired enough to replace all the retirements. Math still needs 4 replacements.

   (3) Some equipment / materials were ordered.

   (4) Courses numbered 99s are written as lectures now. The number 99Ls may be more accurate for lab-type work. Mark is trying to get lab work done on bird counts, but student postponed because requires 54 hours for 1 unit vs 18 hours for lecture 1 unit. So many current 99s may be converted to 99Ls and require 54 hours. Instructor may already be required to be present - this issue is on a FA survey right now.
99s cannot be repeated – known issue; may help to have 99s under multiple prefixes.

HT99 possibility from Jennifer. To give college credit for students. May make sense to write this course. Advisory committee Dec 2, see what happens in WebCMS.

HT work experience 17, 18, 19, 20 changed to HT17 regardless of # of units. Because not repeatable, and students need more units, students currently have to petition to retake class in order to graduate from program.

(5) Lab techs and David will have access to the new system for EIWOS, others will not. Jennifer also constantly puts in work orders, so she would like access also. Do lab techs and David have time to enter all these? Tim, Beta, and Jennifer put in more than one work order per month – may not be big issue for other department members.

Replacing fluorescent with LEDs. If an issue, let Matt know.

(6) Karelyn wants to do Division newsletter – wants photo from department with something to share. Send submissions to Karelyn.

4. Bio 13 Human Reproduction, Development and Aging by Deidre
Desired outcome: dept determines if someone other than Deidre is interested in teaching Bio 13 (it is one of very few courses in the dept taught by only one person)

Deidre inherited Biol-13 from Prof. Enger. The course is a challenge because ideas are often from outside Biology's realm. Helpful, useful class. Interesting: theories of development, male female plumbing, genetics, fetus issues, child development, march through life to death at end of semester at mortuary tour – embalming process. Biggest challenge is that textbooks are coming out of humanities – need biology beefed up. Organized by system, and how they change. Psychosocial development. If interested, see Deidre. Beta interested.

5. Dept mediation (conflict resolution) committee guidelines by Lynda
Desired outcome: dept considers proposed guidelines for mediation committee

Not a busy committee. Passed out proposed guidelines. Not sure whether bumping up against contract issues. None seen.
1. Rename committee – mediation more realistic
2. Ground rules
3. Agenda / timeline
4. Chain of events

Chain of events not often followed – often jump ahead to later steps. Procedures are open to use whatever step, but encouraged to move through David before going to Division.

Mediation chain of events: make be optional / recommended / strongly encouraged
Secret ballot. Approved with revisions.

1st page stays as is.
2nd page change to reflect flexibility.
6. Gift exchange proposal by Tim
   Desired outcome: dept decides if we want to do a gift exchange, and if so, how it will work

   Last year, had this idea. Handout. We wrote names on slips of paper and put in bucket. Sunshine will
   buy something for lab techs, especially since they will not be present at the department meeting. We
drew names.

7. Faculty Association report by FA Representative Kakiba-Russell
   Desired outcome: dept is informed of the meeting and has their questions answered.

   Our favorite calendar passed.
   Interest-based bargaining still debated.
   Don’t forget to vote on negotiations survey – deadline Nov 20 or so. On Portal
   FA Open house coming up.
   Conflict of interest discussion: Document. 4.5 pages. Not currently in bylaws. Considering adopting
   new one. IRS template. Tom Edson brought. Deidre asked why brought up. Will address the
   “elephant in the room.” Shocking outcome. Eric said wasn’t quite IRS template. All proposers from
   English department. They raised questions with Beta. Didn’t feel represented in contract
   negotiations. Something going on in English.

   Fast forward.
   Tim spoke with Lance today. Got his side. Ongoing history of conflict between English and FA (~4yrs).
   Is normal to ascend through administrative positions, because experience is needed to move up.

   If you think Lance did a good job in negotiations, he could use an email or comment in support.

   Loni recommends that someone attend IBB training in January, since she is interested and cannot.

   If anyone is interested in Puttin’ on the Hits, fill out survey.

8. Mail room proposal by Chris
   Desired outcome: department begins discussion of Chris’ proposal to move mail room functions to
   the conference room and convert them mail room into a small conference room

   Chris presented proposal – handout.

   Discussed issues:
   Student access
   Space during meetings for part-timers.
   Chemistry has locked boxes singly.
   Other concerning mail for DSPS?
   Put mail room in last room for more space?

   Advisory board is 20 – matter of interruptions. Twice per year.
   Do not disturb sign? Wouldn’t be that frequent.
   Downstairs physics room available for adjunct instructors?
   Lynda: Number of people and the space / food issues – access to kitchen. Sitting space. No need for
   screen to be closed during department meeting.
Form committee to take measurements, revise proposal. Sarah volunteers, David also. Pursue further.

Still need a couple of tables for conference room. More chairs.

9. PIE report by David
   Desired outcome: department contributes items for the PIE report

   Lynda’s smoking film was screened.
   Color printer for 7-1121?

10. Review of commitments made

11. Announcements and events

   Tomorrow is Faculty Inquiry project workshop. Beta has $30,000 to do. $50,000 for conference and travel.

   Nutrition talk next evening. Free food.
   Next Friday, San Antonio Community Hospital Lab Director in 28A-103 to talk about career path Clinical Laboratory Science (potential Baccalaureate program). Flyer on Cindy’s door. Cindy will send around.

   Craig: good news: Mark and Craig meeting with Tilden-Coil tomorrow re: Wildlife Sanctuary stream renovations. December access may be limited to Sanctuary.

• Next department meeting December 4, food by Mark and Craig