Biology Department Meeting Minutes March 6, 2014

**In Attendance:** Deidre Vail, Janine Kido, Craig Petersen, Tim Revell, Sherry Schmidt, Jennifer MacDonald, Melissa Presch, Virginia Pascoe, Chris Briggs, Cindy Shannon, Frances Borella, Lynda Hoggan, David Mirman, Alison Chamberlain, Beta Meyer, Cindy Anderson, Carola Wright, Betsy Lawlor, Loni Nguyen, Mark Cooper, Naomi Velarde-Jang, Karyn Kakiba-Russell, Micayla Clark

**Absent:** Sarah Scott, Carmen Rexach

1. **Reconnect**
   Desired outcome: faculty catch-up on each other’s lives

   Jennifer MacDonald was acknowledged for stocking the mailroom. Virginia, Betsy, Tim, Alison, Sherry, Carola, and Deidre shared their stories. Sherry will show us photos from her trip to India with Jeanne.

2. **Proposal to teach Micro 26 Immunology in distance learning format by David for Carmen**
   Desired outcome: dept votes on the proposal to teach Micr 26 in DL format

   David sought dept approval utilizing the distance learning formats in teaching Micr 26 and Biol 24 beginning this summer. It was noted that the college suggests that if a distance learning course is offered, then it should also be offered in a traditional format. These courses have already been approved by Ed Design, but the distance learning format has not been approved yet.

   - Micr 26 is now an option for HT students to replace ANAT 108/36 and is not a stand alone course. This course went through senate to be approved as part of the HT degree.
   - Melissa also spoke of Bio24: Carmen would also like to teach Biol 24 in winter and summer using a distance learning format. Bio24 is now taught in a traditional format.
   - There was concern raised for both courses about how exams would be proctored. The testing center may be used to take the exams or the course could be offered as a hybrid. The distance learning committee is the entity that approves this based on best practice and exam proctoring. This committee has a very strong filter for cheating.

   The department voted in favor of allowing the distance learning format to be used for both Micr26 and Biol24
   **Micr 26:** 19 in favor; 3 abstentions  
   **Micr 24:** 21 in favor; 1 abstention

3. **Instructional equipment report, report from March 6 department chairs’ meeting by David**
   Desired outcome: dept is informed of the meeting and has their questions answered

   **Instructional Equipment Report:** This was the list as prioritized at division level by dept chairs. We are getting our bone saw and dissecting tables from the college instructional equipment funds. We are getting our slide labeler from Perkins funds. We are getting some museum skulls from our own supply budget augmentation (sharks would not be available until next year, we should be able to get those with our own supply augmentation next year). The division priority list of Biology Department requests follows:
1. Biology 1 – bone saw
7. Biology 2A (2) – dissecting tables
12. Biology 2B (3) – slide labeler
16. Biology 3 (4) – plastinated sharks
23. Biology 4 (5) – biopac
25. Biology 5 (6) – museum skulls

Department Chairs’ Meeting: Submission of class schedules by department has been streamlined by the college. Unlike previous years, the starting point of the semester currently being scheduled is the last corresponding semester.

- When room changes and times were done before, we will have the option of leaving the existing rooms and times or changing them. New data entry will be less.
- We will need to be very careful that new changes have been entered when requested.
- Class size changes have to be monitored. This is checked online by looking at class sizes using the search for classes function on the mtscac.edu website.
- Rollover of class schedule data automatically takes all faculty names out. We still have to do staff as before.
- David will no longer be keeping our schedules on his personal program. From now on he will look up schedules in Banner. When we do scheduling, David will tell Banner of changes only.

Dena will no longer be in the NSD, she will be in Ag. Terry Richardson has retired. Chris Estrada is temporarily in that role, then there will be a full-time hire. College employees will be allowed to apply for lateral transfer first, then if the position is not filled, new applications will be recruited.

Summer schedule: The college would like to add course sections in the summer intersession to match the winter intersession. Although statewide enrollment is down, here NSD enrollment is still strong. We may also add another ANTHRO 1 lab and Bio 5 (Dept approved (no vote)).

On March 18th there will be a drill of emergency procedures at undisclosed buildings. Drills may be for fire/earthquake or “shelter in place (active shooter)” situations. Procedures for these drills are in two different locations: Procedures for the shelter in place drill is on the Mt. SAC portal. Procedures for fire drills on the campus connection site (see www.mtscac.edu). Jim Acala is charge of this drill. Evacuation locations for building 7, 60, and 61 can be found on the Mt. SAC map at the following PDF link (see page 7):


Classroom locks that lock from the inside of the room have been purchased by the college but have not been installed.

Faculty were reminded that classes must be cancelled when the college is closed due to an emergency (blackout, fire, etc.). Faculty do not have the option to continue with class under these circumstances.

Faculty were also reminded that quotes for instructional equipment must include accurate pricing, shipping and tax.

4. Fall 2014 course additions by David
   Desired outcome: dept decides what courses to add to Fall offerings (Notes below refer to the following lists:
Fall 2014 adds

David's suggestions for higher priority:
   Two Bio 1 (to make 35, matching this semester)
   1 Bio 5 (restores cut, keep excellent instructor on staff)
   1 Anth 1 (10th section, restores cut, helps position FT Anth faculty need)

Other things we added this semester and could add again:
   1 Anat 10A (9th section)
   1 Anat 10B (5th section)
   1 Anth 1 (11th section)
   1 Bio 15 (9th section)

Increased sections of Anth will increase the FT/PT ratio in Anthropology but may help obtain our Cultural Anthropology Position. Marine lab has very low enrollment. Sherry suggested that the department offer another section of Bio20 (Marine Biology-lecture only) ANAT 10A more sections than ANAT 10B because of high drop out rate in ANAT 10A. If Anth 1 lab is not offered in summer, it should be offered in Fall. We have 2 in Fall. This would be a third Anth class.

5. Water usage during drought by Betsy
   Desired outcome: dept discusses ways to encourage water conservation by students and faculty

Points from Betsy's Presentation:
- We are in a Serious Drought, 2013 was the driest year on record. California reservoirs are drying up.
- We should teach students to turn off the tap while applying soap to their hands. CDC has changed its guidelines.
- Water savings in labs: water saving faucets 2-2.5 gal per min, 2,500 students in labs, using less tap water will cut water loss in ½.
- The sustainability committee should be contacted for instant water heaters for department sinks.
- Signs should be placed in the bathrooms and labs that show the statistics of water waste. CDC guidelines will help instructors to teach handwashing to students.
- Betsy received department support for the idea of training our students to conserve water. She will share her slides with us to share with our students.

There were no objections to signs in bathrooms, labs, or Betsy sharing her slides.

6. Nothing is in place this year for the dept end of year party. Possible dates: May 31 and June 1.
   Everyone is asked to bring their calendar information next time. Lynda offered her house for the party

7. Academic senate report by Senator Revell
   Desired outcomes: dept is informed of the meeting and has their questions answered.

Due to the late hour, Tim suggested that everyone read the items in the email that he sent us and let him know our opinions.
Beta suggested that we look at International Students item. There is concern about proposals being evaluated by the Board of Trustees without faculty input. These proposals are to build campus housing for “out of area” students including international students and visiting student athletes.

Other topics from the Academic Senate meeting were (from Tim’s email) Everyone was reminded to read the documentation that accompanies this list and give Tim feedback:

- President’s Report - Movement of courses in certain areas was mentioned. Faculty hiring has increased by 5 (four from the list and an additional speech position). FTE’s were up 1.7% but the college wants 3.0%.
- New Cuts to classes! - Hot topic! Apparently some classes were terminated that had low enrollment so that others could be added. Several senators were upset.
- Driving Age of 18 was kept.
- College president is looking at a 10% increase in international students. Building college housing for international students, possibly athletes was discussed (also a hot topic).
- A moment of silence was taken to honor Philip Maynard (former Senate President) and Joe Franco.
- Bill SB 850 – allowing BA degrees at community college districts is attempting to be blocked at the state level. An 8 year pilot program??
- Stand alone courses are difficult to get started! Don’t try it. Up for four year review Anth 22, Blo 50, Biol 20 (please see green sheets).
- SPAS – Several AP’s edited and approved. Information section of hand-out demonstrates frustration by counseling department.
- Lots of discussion items – all unanimously approved by exec board.
- Syllabi – info from David
- Certificates and degrees – not discussed
- International Students – We might be particularly interested in the section on TB. No Medical/Microbiologist were consulted. Intent was to screen for active TB.
- AP 5013 – Military – changes made to suffice ed code.
- Curriculum and Instruction – Michelle is suggesting a move to a single due date.
- Resolution 2013-2014 – The rules for funding have been changed and this is an attempt to regain some control.
- Coordinator Positions – Please see the list on Yellow Paper.
- AP 5015 – Residence Determination
- Resolution 2013-13 – International Students and Shared Governance
- AP 7211 – Minimum Qualifications

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

Faculty association has not met yet, but there is a draft of the new college calendar (2015-2016). Option A was chosen by FA. The district has now come up with a totally different plan. FA Originally voted to start The Fall, 2015 semester on Aug. 24 and end on Dec. 11. The calendar draft now starts the Fall, 2015 semester on Aug. 31 and ends the semester on Dec. 18. FA will be voting on Tuesday. It was suggested that we vote no on this modification to the calendar. The Biology Department agreed to vote no.

9. Review of commitments made
• Department members will check their calendars for their availability on May 31st and June 1st for the End of the Year Department Party.
• Betsy will make signage for labs and bathroom, laminate and will email her slides with CDC link to David who will distribute to everyone else.

10. Announcements and events
• We welcomed our new Building 7 lab tech: Mickayla Clark!
• Books are needed in the VAC 16C, for students who are veterans.
• Virginia will be distributing minutes for approval to the department from now on.
• Putting on the Hits is this weekend, last year $12,000 was raised for scholarships.
• Next department meeting March 20, food by Loni and Janine

11. After the department meeting, interested individuals stayed to discuss TA budget prioritization.

3/11/14 vp