Department Meeting Agenda October 10, 2013

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

Absent: Betsy Lawlor, Carola Wright (on leave)

1. Assigning of HT courses to disciplines by Jennifer
   Desired outcome: discipline(s) are added to HT courses such that Jennifer is eligible to teach HT courses (!).

   Currently all courses in the HT Program are listed in the Biology Discipline. This needs to be amended. It was proposed to add Diagnostic Medical Technology Discipline and Biotechnology Discipline, but leave Biological Sciences Discipline. The course numbers will not be changed. Nothing in the catalog will change.

   All but one department member approved of this amendment.

2. Winter and Spring course adds, and Spring senator by David (see attachment)
   Desired outcomes: 1. dept elects a senator for Spring, 2014. 2. Dept finalizes some adds to Spring schedule

   Senate meeting times: Thursday 11:15 to 1:15pm

   For the next 3 years department members that will serve as senators are as follows:
   Fall, 2013: Tim
   Spring, 2014: Tim
   Fall, 2014: Chris
   Spring, 2015: Chris
   Fall, 2015: David
   Spring, 2016: Alison

   Dept members voiced issues that make it difficult to attend senate meetings including scheduling conflicts, family conflicts, class conflicts (HT). Solutions were discussed including a possible mandatory rotation of faculty to serve in the academic senate.

   Tim wants a wireless writing pad and seeds as an incentive to serve during the Spring, 2014 semester. Funds for these items will be supplied through the noninstructional supply budget. All but 2 elected Tim for senate in spring, 2014

   The noninstructional supply budget will be used as other extra incentives are requested by those department members that serve in senate.

Already added Winter 2014:
- Bio 1 3rd section
- Bio 4 1 section
- This will probably be it for winter. The class schedule as a printed doc will soon cease to exist.
Already added Spring 2014:
- AGFR 20 Conservation of Natural Resources
- Bio 21 Marine lab section 2 (restored from Janine's leave)
- Bio 1 32nd and 33rd sections (had 33 last Spring, Bio 1 still one of the most in demand classes in the college)

Last spring we added many classes, now asked to spread classes out over the year.

Possible other adds (we get 5 of these counting each lec and lab as 1 each):
- Bio 2 (4th section) to compensate for decrease in class size (lost 18 seats, get 24)
- Anth 1 (10th section, restore to historical level, staffing, full-time justification) Good enrollment
- Others in no particular order:
  - Anat 10A 9th or 9th and 10th sections (student demand, staffing, had 10 last Spring)
  - Bio 1 34th and 35th sections, or 3rd section for summer (still high demand at 33 sections)
  - Bio 2 5th section (4th section replaces 18 seats lost due to class size reduction and only 6 growth seats)
  - Bio 3 enough demand warranting a section to be added to the Fall semester
  - Bio 5 (4th section, restored to historical level, staffing)
  - Bio 15 (9th section, historically had 10)
  - Bio 20 add in summer if again high demand in Spring?
  - Anat 10B 1 section in summer or 2 sections in place of Anat 36 in summer?
  - Anth 5/22 add one in place of an Anth 1 after Anth 5/22 merge completed?

Registration data from July 20th for this semester’s registration:

<table>
<thead>
<tr>
<th>Classes filled, wait list filled (7/17)</th>
<th>Classes filled, wait lists open</th>
<th>Notable classes open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anat 10A, 10B</td>
<td></td>
<td>Anat 35, still open on July 23rd Anat 36</td>
</tr>
<tr>
<td>Anth 1H, 5</td>
<td>Anth 1L, 3, 22</td>
<td>Anth 1 with 9 sections</td>
</tr>
<tr>
<td>Bio 1, 3, 17, 20</td>
<td>Bio 2, 6L, 8</td>
<td>Bio 5 with 3 sections Bio 15 with 8 sections</td>
</tr>
<tr>
<td>Micr 1</td>
<td></td>
<td>Micro 22</td>
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</tbody>
</table>

The department decided to add the following classes:

2 sections of Bio 2
1 section of Anthro 1
1 section of Bio 1 lab to Saturday changing a single ticket to a double ticket.

David needs Rooms and times for added classes within the next couple of days. These additions are due to the division on Oct. 22.

3. Department chair’s meeting report by David (see attachment)
   Desired outcome: dept is informed of the meeting and has their questions answered
   1. Dena from division office will be on maternity leave starting Oct 18.
      a. Do not call Dena at home for any reason.
2. There were 63 requests for full-time positions from the college, including 7 in our division. Four of those in our division are replacements, two in math. The science department chairs were in strong consensus that three of those positions were higher priority than the growth positions, and that all 3 growth positions were hard to differentiate between. Anthro ended up 5th out of 7, though 2nd out of 4 of the lower priority positions.
   1. Ag (replacement)
   2. Chem (replacement)
   3. Math #1 (replacement)
   All chairs agreed that the first 3 positions were the highest priority.
   4. Phys (growth)
   5. Bio (Anth, growth) Does not look good for this year, that will turn around data lagging, over the next year or two the minimum number of faculty will go up.
   6. ESA
   7. Math #2

3. Winter adds - outlined above.

4. Spring adds – outlined above.

5. Be sure to respond to emails from EDC to get reviewed course outlines finalized.

6. Debbie Day was briefly discussed, see agenda item.

7. Two Debbie Boroch memorial scholarships both are fully funded. If anyone is donating to those funds by payroll withdrawal (or otherwise) now is unnecessary! you may want to redirect your donations to Debbie Day. Bill Lambert will make this change for you.

Natural Science division computer lab is still available for classroom use. See division office for the key to get in. Division is working on getting the room open on some basis for students on a drop in basis.

4. **Debbie Day by Cindy S.**

Desired outcomes: dept is informed of the event and activity volunteers are identified

Flyers advertising Debbie Day have been made. Debbie day this academic year is May 10, 2014. The planning team is starting early. The theme this year is CSI Mt. SAC. The committee will ask Dave Faulkner to be the key note speaker. They are currently in search of activities and will need volunteers on the day of the event. Food will be provided by the In-n-Out Truck thanks to Dena. Cindy Shannon and Bill Lambert are discussing funding needs. Bill Lambert is working on corporate donations. Those individuals that are currently donating to scholarships in honor of Debbie Boroch, should be advised that these scholarships are now fully funded and that their payroll deductions could be redirected to fund Debbie Day if they so desired. Bill Lambert can help with that. $8,000 is needed.

Biological supply companies may donate (Wards, BioRad, Amgen)

Microscopes or Mideo may be set up with normal and abnormal anatomy. Send Cindy the title and brief description of workshops that you envision.

Instead doing walk in tours of the Wildlife Sanctuary, tours will be scheduled after lunch so that the whole family can attend.
A "bones" workshop was suggested by Beta and a CSI lab will be set up in a Bio 1 lab.

The time commitment for someone that wants to volunteer to do a session depends on whether or not they want to see the keynote speakers.

T-shirt designs reflect the CSI theme and very well done. Next Debbie Day committee meeting is Oct. 18th in here.

**A quick nonagenda item:** We have requested that 8 items be captioned.
1. World population (caption)
2. classifying living things (captioned DVD missing),
3. empty oceans not captioned, need to buy the DVD and have it captioned. 3 versions 57, 30, 15 min. for Bio 20
4. Diet for a new America, VHS only still need captioning Bio 3,5
5. Body Story
6. Treasures from the Royal Tune
7. Electrophoresis
And ??

If a film is not captioned, and the sound is turned off, the instructor can talk over film so that an interpreter can communicate the film from what is said.

5. **Academic senate report by Beta for Tim**
   Desired outcomes: dept is informed of the meeting and has their questions answered.

   See Tim’s email about the Senate meeting today and blue items posted on the white board in the conference room. There are 64 requests for faculty hiring. Dr. Scroggins can decide in which order the requests will be honored and how many are hired.

   There was some debate in the senate about the minimum numbers of faculty that we need. Senate numbers and President’s numbers do not match. Resolution passed today about this.

   Action item: What do we think the senate goals are for next year? See the Yellow items posted to the conference room white board.

6. **Faculty Association report by Karyn**
   Desired outcome: dept is informed of the meeting and has their questions answered.

   Jennifer Galbraith is now Assoc Dean of Business. Lance Heard is now President of the Faculty Association. $10K annuity was given to Dr. Scroggins by the Board of Trustees. (see handout).

   Oct. 25th HR will be describing the new Delta Dental potential plans.

   Department voted unanimously to keep the Delta Dental plan that we have,

   If your computer is bad, you can upgrade soon, however, if your computer is handling your programs then you will have to wait.

   Dec. 11th there will be a board meeting where they will “sunshine a proposal” Wednesday, 6:30pm. Fac. Assoc. goal is high attendance at board meetings where items that affect us are discussed.
The Commencement task force has many items on list to discuss; like do we need a task force?

The department voted to fund a gift for Dena through the sunshine fund; $100.00 in Gift Card. Deidre will sign the card for us.

7. Review of commitments made: ??

If you are willing to do a station for Debbie Day send email to Cindy S.

8. Announcements and events
   - Next department meeting October 24 food by Deidre and Beta, bring instructional equipment requests with accurate quotes, items should be in our PIE report or have come within the past year to have the best chance of being funded attached is the list of equipment that we have already voted on.
   - Can still add other things, but those items in PIE and already voted on are more likely to be funded.
   - Beta, Irene, Jason will be putting a meeting on for GEOs. David and Beta will convey ideas to the meeting.

10/21/13vp