

Natural Sciences Division Department Chairs Meeting

Date: Thursday, March 3, 2016

Present:

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Matt Judd, Dean

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Karelyn Hoover, Associate Dean

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Linda Potter, Division Office

Faculty Department Chairs:

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Ag: Brian Scott

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Bio: David Mirman

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Chem: Jenny Leung

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Chem: Jody Williams Tyler

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ESA: Mark Boryta

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ESA: Julie Bray-Ali

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Math: Art Nitta

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Physics/Eng: Martin Mason

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Physics/Eng: Malcolm Rickard

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Other:

1. Announcements

a. Chair Stipend Pay (delay)

- May not show up the first paycheck. It should be on the second paycheck.

b. Load issues

- Have any faculty with questions about load/pay come in to the Division Office.

c. Evaluation Processes (regular faculty and chairs)

- Remind faculty that evaluations are underway. If you want your evaluation to your faculty sooner, let us know. Karelyn and Matt will split the department chairs.
- Year two needs to have classroom evals so faculty need to select faculty for the evals.
- Linda will send an email to remind each regular faculty member of their placement in the three year cycle.

d. Beginning of semester forms

- If syllabi aren't received in a timely manner, it will be noted in faculty files. With Accreditation soon, we need be sure these are in files.
- Departments can also have guidelines for syllabi.
- Include links for SLOs and DSPS

2. Instructional Equipment requests

a. Requests must be tied to outcomes

Next year is likely to be the last big year for a while.

b. Priority for over \$500 items

c. Start talking in your departments. We would like to discuss a little at the next chairs' meeting

d. Bring to next meeting

e. If any requests weren't received, send an email to Matt ASAP.

3. Permanent Budget Increases

a. Match to growth

- Minimum wage increased 25% over the past few years. Matt will request an increase for student workers
- We need to adjust for increased classes, especially supplies

- Review you budget items to see if anything needs to change from one-time to ongoing
- b. Rate driven increases
 - Have there been rate-driven increases?
 - Check with techs for information. Include a history of past increases if possible.
- 4. Reorganization of budgets – by next Chairs meeting
 - a. If accounts need to be reallocated (zero net gain), let Matt know.
 - b. Matt may take some Division money and move it to Ag supply budget
- 5. Update on EEO training (handout)
 - a. Hiring committee members should have this information.
- 6. American Association of Community Colleges (AACC) PATHWAYS – Where are we headed?
(Handout written by Dr. Scroggins)
 - a. We are one of three pilot schools in California.
 - b. This is very directed student counseling and scheduling with guaranteed access.
 - c. Access issues may arise due to space constraints unless additional facilities are included.
 - d. Research and recommendations will be essential.
 - e. Recommendation that this be a faculty-driven process run by discipline experts.
 - f. Counselors must understand the pathway issues.
 - g. Talk to faculty about the oncoming opportunities.
 - h. A group is going to Washington, D.C., in April. If interested in getting involved, contact Dan Smith and Irene Malmgren (separately).
- 7. Summer Schedule Additions
 - a. Thanks to everyone for all the work in accommodating students in spring.
 - b. If there are classes that you want to add and feel they will fill, add them.
- 8. Room Utilization
 - a. When the State decides whether or not to fund new buildings, the Cap Load ratio is evaluated. Be sure the rooms are classified correctly. How do class size limits impact this? This becomes more involved when a lab is linked.
 - b. If cabinets are in classrooms, are the contents apropos to the class being taught there?
 - c. Rooms (especially with labs) may need to have buffers integrated in the schedule to allow time for lab set up.
- 9. Student Hires (handouts)

OPEN MIKE:

- Speakers Luncheon Series “The San Gabriel Valley’s Contributions Toward Understanding the Universe”. If interested, contact Matt.

- 7th Annual Kepler Distinguished Lecture and Scholarship Dinner is Saturday, April 9, beginning at 5 pm. If interested contact Julie or Matt. Dr. Linda Spilker is the speaker (handout). Observatory will be open.
- CIE SoCal. Research Conference - CIEsocal.org Saturday March 19 on campus.
- STEM open house Wednesday, March 9.
- Women's Basketball Team playing Saturday at 7:00 at Mt. SAC.
- Robotics Team is hosting a skills challenge here on Saturday in Bldg. 60.