

**Minutes**  
**AGRICULTURAL SCIENCES TEAM MEETING**  
**FRIDAY AUGUST 22, 2014**  
**Building 80 Conference Room**

1. General items
  - a. Introductions- new faculty member Landon Sullivan
  - b. Fall Farm Work Day – Saturday September 20<sup>th</sup> 8am-1pm
    - i. Dena to make flyer and provide to faculty. Also create 2 sign up sheets to be posted in the student lounge and on Dena's office door.
  - c. Live on applications
    - i. Everyone approved the recent application that Matthew sent out for review.
    - ii. Informed that there is a trailer available in the hort unit. Preferably would like a horticulture student. Required to work 15 hours per week as a volunteer in exchanged for living on campus.
2. Class Information
  - a. All Syllabi need to be in division office next week (inform adjunct professors)
  - b. Adding Students (class size maximum, division approval for exceeding that number)
    - i. Allowed to accept 20% over class limit without permission
3. Reminder on Forms:
  - a. Conference and Travel Forms
    - i. Must fill out BEFORE trip – PLAN AHEAD
    - ii. Dena must be given a copy
    - iii. Funding sources
      1. VTEA
        - a. Must go to Jennifer Hinostroza first
      2. Professional Development - Varies
      3. Division Office - \$200 per employee
  - b. Field Trip Forms to be filled out and to the division 2 weeks in advance
    - i. Dena needs a copy of all field trip forms
      1. A copy can be provided to Dena but an email is acceptable as well. Dena needs to know just for informational reasons.
4. VTEA Requisitions for equipment
  - a. Deadline 9/30 and all go to Jennifer. VTEA is due in April so start planning for next year.
5. SLO Assessments – see schedule
6. Curriculum due this year – We will approve all curriculum items at our October meeting so have it ready
  - a. Due every 4 years from the effective date.

- b. Landon requested a form in regards to curriculum course changes. The faculty informed him it is done online and they will all help him

**7. Important Dates:**

- a. Fall Work Day: September 20, 8-1
  - b. STMA – January 13-16, 2015 (Denver)
  - c. Ag Field Day
    - i. Tentative – first week in april.
  - d. Farm Day – Saturday, May 2, 2015 9am-2pm
    - i. Dena to check on In-N-Out cost
  - e. Debbie Borocho Science Day (Usually second Saturday in May which would be May 9)
  - f. Horticulture Career Night –Thursday, May 14, 2015 (tentative)
  - g. Ag Banquet – Saturday May 29, 2015: 6pm-10pm Plant Sales
  - h. Horticulture Advisory Committee Meetings
    - i. Thursday December 4, noon-3pm
    - ii. Thursday May 14, 2015 1:30-3:30 (tentative)
  - i. Dodgers Future Farmers – September 28<sup>th</sup>, 2014
  - j. Grey hounds arrive 9/6/14
  - k. Lab Rats arrive 8/26
  - l. Fresno Fair – October 1- 4<sup>th</sup>, 2014
  - m. IACUC – September 18<sup>th</sup> at 3pm, dinner at 6pm and advisory meeting at 6:45pm. – Landon to take minutes
8. Unit and other Assignments
- a. **Audra Lopez – Swine / PIE / VTEA**
  - b. **Dawn Waters – RVT Coordinator / Equine**
  - c. **Jamie Phillips – Beef / Farm Day**
  - d. **Maya Padilla – Sheep / Debbie Borocho Day**
  - e. **Landon Sullivan – Equine**
  - f. **Gary Uyeno – Animal Health Care Coordinator / Small Animal Care Facility**
  - g. **Jennifer Hinostroza – Horticulture Unit / PIE Coordinator / VTEA**
  - h. **Tom Visosky – Farm Liason / Building Committee Chair**
  - i. **Brian Scott – Turf / Soils / IPM / Department Chair**
    - i. **Tom is working on a proposal for the faculty roles on the farm and will present something at the OPS meeting on 8/28/14.**
9. Other assignments
- a. **Academic Senate (Thursdays 11:15-1:15)**
  - b. **Faculty Association (usually 2<sup>nd</sup> Tuesday of month 11:30-1)**
10. Student Live On BBQ – Meet and Greet with Faculty- Will we do this again?
11. Tentative Meeting Schedule: Thursday, September 4, October 9, November 13, December 11, 2013 @ 3:30 pm in 80 Conference Room.
12. Old Business

### 13. New Business

- a. Vote for Non Credit class for horsemanship for veterans.
  - i. Tom makes notion
  - ii. Audra 2<sup>nd</sup>
    - 1. All approved.