

# Biological Sciences Department Meeting Minutes

## April 7, 2016

### Attendance:

Name	P	A	Name	P	A	Name	P	A
Cindy Anderson	X		Jennifer MacDonald	X		Sherry Schmidt		X
Frances Borella	X		Beta Meyer	X		Sarah Scott	X	
Chris Briggs	X		David Mirman	X		Cindy Shannon	X	
Alison Chamberlain	X		Loni Nguyen	X		Deidre Vail	X	
Mark Cooper	X		Virginia Pascoe	X		Naomi Velarde-Jang	X	
Lynda Hoggan	X		Craig Petersen	X		Carola Wright	X	
Karyn Kakiba-Russell	X		Melissa Presch	X		Jeremy Marion		X
Janine Kido	X		Tim Revell		X			
Betsy Lawlor	X		Carmen Rexach	X				

### 1. Senate report by Senator Briggs

Desired outcomes: department is informed of the meeting, directs Chris how to vote for us, and has their questions answered.

The Academic Senate Meeting was today. Senator Briggs highlighted 2 two important points:

1. We are being encouraged to nominate faculty and managers for senate awards. Managers have not been awarded for several years.
2. Four courses in the Biology Department are due for review: Anth 99, Bio 4 4H, Bot 3. Updated course outlines are due May 31<sup>st</sup> to be given priority by the Educational Design Committee. Department approval is required before submission. Changes to these course outlines must be made before 1<sup>st</sup> May meeting.

### 2. Instructional equipment requests

Desired outcome: department prioritizes instructional equipment needs

We will take the top 3 requests in each area and prioritize these:

Cindy Anderson: passed around a copy of our last ranking from Sept, 2015. She has not heard about the 13 microscopes that were the next item to approve on the priority list from last year (2015=second request). The department will reprioritize equipment requests and Cindy will restate her case. There are not enough microscopes for the Micro22 students (The Micro 1 students also share these same scopes). There are 30 student scopes that are now at least 15 years old with outdated parfocalization and optics. There are up to 30 students/Lab due to the high demand for the Micro 22 course. There are now 24 sections of Micro22 along with 2 sections of Micro 1 per year serving 750 students per year, and some microscopes are under repair. There are also damaged or missing ocular micrometers. The repair budget must also be increased.

A discussion continued regarding the following:

Important items previously requested that have been on the priority list vs new important item requests that may warrant higher priority.

When each member of the department votes, they must weigh the fact that course needs change over time against the fact that other items previously on priority lists remain important until the request is fulfilled.

Mark Cooper: has been asking for 9 partial computers, have touch screens. Need 2 skulls, hippo, and walrus with tusks. (\$3,200 for the skulls)

Jennifer MacDonald: Emergency Power Supply (3-\$1,200), needed for the tissue processor to keep it running when power goes out. Power outages also shut down embedding centers. Losing an embedding center would effect ¼ of the class. Losing a tissue processor would effect the entire class. We will probably have rolling black outs this summer.

Betsy Lawlor: Archaeology shed. For Anth 4 which as of today will be offered fall, 2017 not 2016. She will be ordering a big one, a 10X12ft, Having it painted, and installing a screen vent and threshold, (\$2,400). This shed has been on the list 4 times.

Deidre Vail: In Bio 1, one lab exercise (the cell lab) uses a microscope with a camera. Bio 1 classes are currently using microscopes from the Bio 2 lab. Now there is a scheduling conflict. The Bio 1 labs each need a microscope that you can mount the cameras on (a total of 3). (\$3,927). 41 sections per semester, 12 between winter and summer (~3,000 students/year).

The Bio 1 microscopes will be ranked separately from micro 22's request, then Deidre (through Ana) will look into the same model of scope through Olympus and may order these 3 microscopes with the 13 microscopes requested for the microbiology lab.

Carmen Rexach:

1. 2010 was the first request for permanently installed privacy curtains. (\$694?) This would involve purchasing the curtain and skilled craft installation.
2. 1 microscope camera, with mounting collar (\$14,400). One has been purchased for 60-2511 (one anatomy lab), this camera is for the second anatomy lab.
3. 6 LED 75 inch screens to replace pull down projectors. 2 per lab. (\$11,000). The overhead projector distorts the histology imaging.

On Friday, Apr. 22 Carmen and Virginia will hold a workshop on anatomy, open to high school teachers. Grant funding for this workshop will hopefully provide the funds for one surgical light.

David Mirman: A spectrophotometer (has also been requested multiple times) that can read at 200nm to quantify how much DNA is in a sample. Students cannot perform the entire lab without quantifying the DNA in the sample. Students currently have to wait 3 weeks to find out if there is DNA in their samples. DNA quantification is important in multiple labs in Genetics (Bio34L), Bio8, and Micro 1 (\$6,800)

The Biology Department voted through paper ballots ranking items from 1-9. 1 = most important (best), 9 least important. The results of the equipment rankings were as follows:

1. 13 microscopes for Micro
2. emergency power supply for HT
3. 200nm spectrophotometer for Bio 34L, 8, Micro 1
4. 3 microscopes for Bio 1
5. Microscope camera for Anat labs

6. Skulls for museum
7. Curtains for Anat labs
8. LED screens for Anat labs
9. Shed for archaeology

**Bio 1 faculty need to see if they can piggy-back their request onto the Micro microscope request. Maybe the top 5 at least should make sure real quotes reach David before the May 5 department chair's meeting.**

Unranked requests included the following items:

1. surgical lighting (\$2058)
2. transport gurney (\$2500)
3. ultrasound machine (\$5000)
4. accuvein (\$2000)
5. exploded skulls
6. 13 dissecting scopes
7. desert plants

### **3. Report from department chairs' meeting of April 7 by David**

Desired outcome: department is informed of the meeting and has their questions answered

1. Report from Michelle Sampat of EDC functioning in place of NSD member of EDC
  - EDC has two openings for faculty from NSD. The EDC would like to have 2 faculty to represent NSD.
  - The current approval process was reviewed.
  - (For Carmen and Jennifer) Advisory board/committee meeting minutes are still required for new programs but are no longer required for new courses, course modifications or program modifications. Department meeting minutes are still required.
  - During summer prescreening courses may be sent from consent agenda to EDC review if the pre-screeners think there are issues of possible course overlap. This could happen as a course is changed slowly and becomes to "drift" to become too similar another course. This affected only 6 of 80 courses sampled this summer.
  - Proposal for consideration and feedback (current listed, change in red):
    1. Faculty submit course outline in WebCMS
    2. Chairs review and approve outline, and attach department minutes showing department approval.
    3. Deans review and approve
    4. EDC reviews approves
    5. Curriculum and instruction (C&I) review and approval (will handle overlap issues)
    - ~~6. Senate executive committee review and approval~~
    - ~~7. Full senate presentation of C&I report~~
    - ~~8. Full senate approval of C&I report~~
    - 9.6. Board approval

Michelle is also trying to make things more transparent, so that we can see EDC meeting agendas. One goal is to reduce the number of weeks for the approval process. No concerns were expressed by Biology Department members about taking the Academic Senate out of the approval process. No objections were expressed by Biology Department members about any of the above changes.

2. Report from outcomes committee

- Outcomes committee has an opening for someone from NSD
- June 30 is the hard deadline for SLO mapping
- Courses that are part of the HT degree or part of the AA Liberal Arts emphasis in Natural Sciences degree will need to have their measurable objectives and SLOs mapped to the program outcomes of these degrees. Chairs are meeting next Thursday to write the program outcomes for the AA liberal arts Nat Sci degree.
- Chairs will fill out a survey regarding NS degree and we will fill out surveys regarding SLO's regarding our own courses. For blocks in the survey, state I=Introduce, P=Practice, or leave blank relative to each SLO. The courses in the NSD degree will be listed in an email from David, these courses are the ones that need the survey. He will also give us the survey instructions. These will be due on or before June 30.
- Courses that are not part of these degrees will need to have their measurable outcomes mapped to the institutional outcomes (Communication; Critical Thinking; Information Technology Literacy; and Personal, Social, Civic and Environmental Responsibility).

3. Julie Hasslock talked to the chairs about scheduling. Other departments will begin using schedule roll-overs to work from for their first drafts as Biology has been doing lately.

Lizette Henderson talked to the chairs about student worker hiring and adjunct faculty hiring. David mentioned the new "big packet" that is required for all hires to complete once had some changes that NSD was not notified about. HR has returned some student hiring packets for correction of minor problems. Some of these have just been given back to HR. In some cases students and adjunct faculty also have not followed directions well (e.g. students not providing required documents showing eligibility to work).

A link to student online time sheets was broken so some students have not been paid. David will be checking manually until the link is fixed.

Faculty with student workers are encouraged to email Lizette to determine whether or not the time sheets and the hiring documents have been received and processed.

4. **Department communication by Mark**

Desired outcome: Mark shares his views on the subject

Mark expressed his disappointment in the way that faculty treat other department members. Lab techs have been treated disrespectfully in front of students. We need to realize that we set the example to our students and if we treat the lab techs disrespectfully, then the students will treat them disrespectfully. The lab techs are an important part of our department and must be treated as such. When they ask for lab schedules and they don't get them, they do not know what your lab needs.

If a lab tech makes multiple mistakes, then it would be appropriate to talk to David but the prep sheets should also be checked. The prep sheets may need to be updated.

## **5. Faculty Association (FA) report**

Desired outcome: faculty are informed of the meeting and have their questions answered

1. The Governance Committee and Anti-Bullying Task Force both have vacancies.
2. Lynda and Chris are both being honored at the FA/District Retirement/Tenure Tea on May 17<sup>th</sup>.
3. On Thursday, March 24, on the date of the bomb scare, classes were only suppose to be cancelled until 4:30pm. Dr. Scroggins decided not to dock pay for faculty who were supposed to teach after 4:30pm and did not do so.
4. The FA Open House is on Apr. 19-20 in the FA Office from 11:00am to 7pm. Food, drinks, and prizes will be available!
5. Negotiations are ongoing: Well will be getting 1% raise which is more than COLA this year.
6. Scholarship applications are due Apr. 19 by 5pm. Hard copy applications can be submitted or applications can be submitted online.
7. Many Faculty Appreciation events are planned for May 3<sup>rd</sup> through 12<sup>th</sup>.

Interest based bargaining (IBB): Feedback is needed from the Biology Department: Do we want to try a partial interest based bargaining (a mixed style) next year a (full negotiation year), or the (following year, just re-openers).

The department agreed that the partial IBB should be tried the following year when there will just be reopeners.

Nominations closed, ballots coming out Monday, please vote!

Dues are going up!

## **6. Debbie Day by Cindy S**

Desired outcome: department is informed of the theme and volunteers are obtained

The theme for this year's Debbie Day is Sustainability. Flyers advertising this event have been distributed. Registration was supposed to open on Mar. 30 but because of a "glitch", registration opened late and has only been open for 3 days. Over 60 out of 200 children have been registered!

Volunteers will be needed to help coordinate this days registration and direct people to workshops. 2 days before the event will be used to organize the event and sort T-shirts.

Beta, Karyn, Jennifer, Carmen (the day before), Alison (who is also presenting) volunteered to help.

The Debbie Day Keynote Speaker is also from our dept: Dr. Betsy Lawlor!

**7. Department party planning by Lynda**

Desired outcome: volunteers are identified to help plan the party

The End-of the Year/Lynda Hoggan Retirement Party will be on Saturday, June 4<sup>th</sup> at Craig and Janine's house. Volunteers are needed to plan and execute the party: Deidre, Craig, Chris, and maybe Carmen volunteered to help.

**8. Library advisory committee by Lynda (Next time)**

Desired outcome: a replacement for Lynda on the committee is found

This topic will be discussed at the next meeting.

**9. Review of commitments made**

David will notify Sherry about whether she can show her pictures at the May 5<sup>th</sup> meeting. Lynda will count the votes for equipment prioritization after the meeting. Bring students to the Sanctuary Apr. 20<sup>th</sup> (see flyer)

**10. Announcements and events**

- April 14, A+P committee meeting
- April 21(?) department Earth Day social event, "Born in China" movie by Alison and David
- April 29, 1:30-3:00 Debbie Day meeting, all interested invited
- May 5, department meeting, food by Chris and Betsy
- May 6, 10<sup>th</sup> annual health professions conference: Ask students to register, there are 3 keynote speakers. Isaac Yang first keynote. Great exhibitors, registration fee online=\$40, Carmen will accept \$35, so far only 300 registered. \$60 on site and no scrub after Apr. 20<sup>th</sup>.
- May 14, 8:00-2:00, Debbie Day