

Biological Sciences Department Meeting Minutes

March 3, 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. **Reconnect by all**

Desired outcome: faculty catch up on what's going on in each other's lives

Faculty shared events occurring in their lives during the winter break. Some of the highlights were:

- The Wildlife Sanctuary (WLS) bridge has been delivered!
- Loni has been approved for a full year sabbatical for the next academic year! Congratulations Loni!
- Chris Briggs submitted his Masters Thesis to J. Environ. Entomology. He has also been awarded tenure and will be presented at the next Board Meeting.

2. **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.

- Recent *Senate Rostrum* article on hiring faculty to support current diversity of students (i.e., hiring non-white faculty). Lots of hiring right now in California. Can ask interview questions to address diversity issues. If applicant can connect with and support diverse students, may be more likely to share the students' background. We may also need to compete for the best candidates, and one way is to show that Mt. SAC is seeking and welcoming diversity. (<http://www.asccc.org/content/commitment-success-all-hiring-faculty-serve-needs-our-diverse-students>)
- Money: Submit receipts for travel, but only if you want to be reimbursed. Money has been allocated but not claimed
- Adjunct retirement workshop is on March 16. Especially useful for those at multiple campuses.
- Puttin' on the Hits is March 4 and 5! Chris went last year, and will be backstage being helpful on Saturday night. If he's onstage, he's lost.
- Passed resolution in support of more substantial department chair compensation.
- Passed resolution in support of the creation of a Career and Technical Education (CTE) liaison position.
- Committee Vacancies: TWO needed from Natural Sciences for Educational Design committee. ONE needed for Outcomes committee for partial term.

- Nominations needed for two senators-at-large, by March 10. Can be any faculty member.

3. **Cross-listing of NF 30 Food Science Technologies under biology discipline in addition to nutrition discipline by David**, side notes on courses cross-listed between disciplines within our department

Desired outcome: department votes on whether or not we support this cross-listing, department is reminded subs need to meet minimum quals, department is reminded of some existing cross-listings

Cross-listing of NF under Biology discipline:

Excerpt from Feb 18 email from Carol Impara, chair of Consumer and Design Technology department:

I urgently need help from the Biology Department. We are offering a Food Science Technologies course for the first time, and we planned to hire an amazing adjunct who is head of microbiology for the FDA to teach it. She teaches the course at Chapman University and she comes highly recommended. This was our first adjunct hiring using the HR jobs website, so we trusted them to check minimum qualifications.

The problem is that we just learned that she does *not* have the minimum qualifications for our discipline (which is a degree in nutrition or family consumer sciences, or being a registered dietitian). She has a Master's degree in Biology and a Doctorate in Microbiology. I would like to request that we assign NF 30 into your discipline. Obviously there is great need for a person ensuring the safety of the food supply to be an expert in biology.

Acting on the Biology Department's behalf David approved this, but provisionally, and said he reserved the right to re-visit the issue with the full department's input. **As a department we need to "weigh in on the appropriateness of the placement"**, in the words of Michelle Sampat of EDC.

Catalog description: NF 30 — Food Science Technologies 3 Units Degree Applicable, CSU 54 hours lecture Prerequisite: Eligibility for ENGL 68 Eligibility for MATH 50 Food chemistry, food processing and technology and how these affect the color, flavor, texture, aroma and quality of foods. Core components: government regulation of processing and labeling, sensory evaluation, scientific research methods, function of water in foods, pH and acidity, food processing technologies, nutritional labeling, packaging; dispersion systems, enzyme reactions, food additives, composition and properties of food.

Side notes on courses in our department cross listed under multiple disciplines:

1. Reminder that even subs need to meet minimum quals for the discipline.
2. Reminder of the following cross listings that you may not be aware of:
Anth 1, 1H and 1L are cross listed under Biology
Most Biology courses are cross listed under Ecology
All of our Health discipline courses - Bio 5, 13, 15, 15H, 24 - are cross listed under Biology
BOT 3 is cross listed under Ag
OCEA 10 Intro to Oceanography and GEOL 9 Environmental Geology are cross listed under Biology

This individual would not impact the hiring of adjuncts in the Biology and faculty teaching NF 30 would not be qualified to teach in our department without meeting our equivalencies. Our faculty would now have claim to NF courses, but their faculty would not have claim to our courses. Subs need to meet minimum qualifications. A few of our courses are cross listed, so

Biology faculty can teach those courses along with faculty qualified in that discipline (Lynda and Health courses, Frances, Betsy, Anth).

The Biology Department votes were as follows:

1-oppose, 1-abstain, the rest in favor.

4. Report from March 3 department chairs' meeting by David

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

1. Some errors were made in load assigned to classes, for example double tickets being loaded at 6 LHE instead of 3.75 LHE. Chairs have worked with division and these should have all been fixed. Check your own loads and let division know ASAP if you see any discrepancies. This is due to the recent turn over in office staff in NSD. There is temporarily no full time staff. Leticia Hernandez, will be hiring the Natural Sciences Division Office 2nd FT position. Julie Hasslock from Perkins is an experienced administrative assistant and has been helping.
2. If you have not turned in your syllabi or welcome back form, please do so ASAP. Deans and chair will start documenting failure to comply on faculty evaluations.
3. Begin listing instructional equipment needs. Tied to outcomes, prioritized, with real prices. We need this by May 5 department chairs meeting, so we will prioritize equipment requests at the March 24 department meeting then amend the priority at the April 7 department meeting. There has not been any information about the 13 microscopes approved for the Microbiology lab last year.
4. We need to request permanent budget increases in the following: instructional supply, student worker, other? We need requests ready by April chair's meeting. Budget increase requests must be submitted to David by April 5th. These will be submitted by David at April chairs meeting. Budget increases are needed for:
 - Meek Collection
 - NAACLS accreditation account
 - ASCP for exam results (may be its own budget)
 - Cadaver account
 - Anthropology lab account (was \$800) need the cost per section
 - WLS has increased in size (tripled!)
 - student worker budget, tentatively (Mark) specimens in old museum
 - Fish and Game Permits, there is an account, never paid after the first year. Need to reach out to Fish and Game again, need an account for an every-other-year payment. Fish and Game may take things away. This was a NSD account, can also make transfers from budgets that have more than needed to a budget that has less, Anthro TA money
 - WLS student workers
5. Are there any budgets where we want to permanently move funds between different budgets?

6. Hiring team members who have not done their EEO training must do so. There are scheduled sessions Friday March 11, 10:00-12:00, and Monday, March 28, 2:00-4:00. For those who wish to serve as EEO reps, there are training sessions scheduled Wednesday March 2, 10:00-11:00, Tuesday March 8, 3:00-4:00, and Thursday March 24, 10:00-11:00.
7. The American Association of Community Colleges (AACC) Pathways project was discussed. Mt SAC is a pilot school for this. This is Bill and Melinda Gates Foundation supported. Statement from President Scroggins about this attached. The idea is that the kind of things we do with summer bridge program would be done for larger numbers or all students. For example, increased tutor/SI/counseling support, having this be more integrated with classes, possibly registration priorities or guarantees for students in sequenced classes or in a particular program.
<http://www.aacc.nche.edu/Resources/aaccprograms/pathways/Pages/ProjectInformation.aspx> There are important potential issues with this program. Undecided students may not fit in this model, less specialized students may have trouble getting classes.
8. Division thanks us for making efforts to meet student demand including taking extra students into sections, and in some cases, faculty teaching additional sections. We are encouraged to add sections to summer in areas of high student demand where possible and appropriate.
9. Room utilization is a part of the college's ability to justify new building money from the state. It will help our utilization efficiency scores if we can justify the cabinets we have in our classrooms. Please send David a list of what types of things you have stored in lecture classrooms. Make sure to include the room number. The deadline for this information is April 5th.
10. Reminders and clarification for student workers:
 - Students need hiring paperwork up to 3 times/year:
 - July 1 to start of Fall. Students must attach Spring schedule with at least 6 units (or for working in Summer only, 2 or more summer units).
 - First week of Fall to end Winter session. Please use end Winter for the end date for all Fall hires just in case we want them to work Winter. Students must attach Fall schedule showing 6 or more units. (or for working in Winter only, 2 or more units from Winter).
 - First week of Spring to July 30. Please always use July 30 end date in case we want them to work summer. Students must attach Spring schedule with 6 or more units.
 - Students must complete the "BIG" hiring packet once only, then just the hire card with schedule for subsequent re-hires.

- Placement on salary scale should be based on duties, and students should not be promoted to provide a raise. The new salary scale effective now is
 - Student Assistant I: \$10.00
 - Student assistant II: \$10.75
 - Student assistant III: David can't find this number at the moment, let him know if you need it

Matt and David are working on getting us a permanent increase to our student worker budget, to cover growth in sections offered and to cover the raise of the state minimum wage.

11. 2016 Kepler dinner and talk Saturday, April 9, 5:00, Cassini project scientist Linda Spilker "Surprises at Saturn: Cassini Mission Highlights"
http://www.mtsac.edu/president/board-reports/2016_Kepler.pdf

12. CIE SoCal student research conference Saturday March 19th, student research posters presented, cash prizes, Biology students invited to present, abstracts due March 12th, info ciesocal.org, or mmason@mtsac.edu.

13. Mt. SAC women's basketball playing in the round of 8 at Mt. SAC Saturday at 7:00, last home game. Last year's team went 34-1 losing in the state finals.

5. **Office assignments by David**

Desired outcome: faculty continue to plan for changes to office assignments necessitated by new hires for 2015-2016

Karyn has offered to share with the new Bio 1 hire in place of Bill Waggener. Other new faculty will include the hire for Health and the hire Anthropology. Other faculty members that are currently sharing offices were asked to consider sharing with one of the new faculty instead.

For the food rotation Frances and Carola will split and take new faculty into the rotation. Alison will also be paired with a new faculty member.

6. **Faculty Association report by Beta**

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

1. Nominations are open. We are needing nominees for Directors, and At large faculty!!
2. Approved \$6000 for a faculty arbitration. First time since 2004.
3. Resolution of a concern Regarding a Campus Police Department- need feedback
4. AP 3700 is undergoing consideration (Social Media): current draft makes employees bound to the standards of the AP even when using personal social media. Huge concern to the FA.
5. Adjunct Faculty Retirement Workshop- Wednesday 3/16 Founders Hall from 11-2. RSVP for food!
6. POH this weekend Friday 7:30 pm & Saturday 7 pm.

7. Florida State College Board has voted to end continuing contracts for new faculty.
<https://actionnetwork.org/petitions/fight-for-the-state-college-of-florida> Big push to abolish unions and tenure! First state, could start happening in all states!
8. Electronic contract now available on <http://www.msac-fa.org> Beta will put a hard copy in the mail room and one for David.
9. Faculty volunteers are requested for a student email tracking project. Concern that people are spending a lot of time emailing/responding to students. Cindy A volunteered.
10. Proposed FP mission statement: The Mt. San Antonio College Faculty Association advocates for faculty, builds strong and effective coalitions ~~within the community, and fights to preserve quality education~~ promotes quality education for all students. Need feedback.
The Biology Department voted as follows: 11 in favor of new, 1 abstention.
 “within the community” was deleted to broaden the language.

Resolution language:

Whereas, Mt. San Antonio College has historically had an office of Public Safety that was not a police department and only in recent years has become one so as to more easily access training funds; and

Whereas, small police departments and campus police departments have well documented problems including training issues, hesitation to address sexual assault crimes, and racial issues; and

Whereas, campus police may use their police powers for minor matters thus promoting a “school-to-prison pipeline”, and who, by virtue of their supervision by executive management, have the potential to be influenced in the performance of their duties by said management;

Resolved, the Mt. SAC FA does not support the presence on campus of a small police department, regardless of its jurisdiction or organization; and,

Resolved, the Mt. SAC FA does not support the presence of a campus police department which by necessity would be overseen by a College VP or the College President; and,

Resolved, the Mt. SAC FA supports and encourages other actions that would improve campus safety, including contracted patrols by the LA Sheriff's Dept, an enhanced safety escort program, and foot or bicycle patrols by Public Safety employees; and

Resolved, the Mt. SAC FA directs its president to convey this resolution to the College, President, the College's BOT, and the public.

Need feedback , Beta will send language changes, removing inflammatory language in whereases, and agree with resolutions.

Many people are needed on the executive Board.

7. Review of commitments made

David will email Tim for EEO training

Everyone needs to think about changing their office assignment to pair the new faculty with existing faculty.

Send Jennifer an email if a work order is needed. Don't hesitate. Staff responsible for sending work orders are Ana for bldg. 7, Donna and Jennifer for bldg 60. These work orders are not for IT problems, call the help desk for IT issues. If there is no soap, it is too cold or any other urgent situation, maintenance can be called directly.

8. Announcements and events

- A+P meeting March 10
- Next department meeting March 24, food by Lynda and Alison
- Betsy recognized Naomi for her hard work on Anthropology orders
- Frig needs to be cleared out. Needs to be defrosted.
- Thank you Jennifer for cleaning the mail room
- Lynda's retirement party will be at Craig's house, June 4th.
- Since WLS expanded, we now have rights to Mt. SAC hill. The question remains: who will take care of Mt. SAC letters? Before the WLS expansion, the Mt. SAC letters were maintained using herbicides, not by hand pulling weeds. Mark and his class have since been pulling weeds near the letters.

9. TA budgeting by David

Desired outcomes: faculty list how much they intend to spend this semester, if enough funds are not available for all requests, prioritization of requests is made.

Need to list how much money needed for this semester and if time how much for a year, may not be enough, so funds may have to be prioritized.