

Biological Sciences Department Meeting Minutes

May 19, 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				
Janine Kido		X	Tim Revell		X			
Betsy Lawlor	X		Carmen Rexach	X				

1. **Reconnect**

Desired outcome: Department catches up on what is going on in each other's lives

Faculty shared important events in their lives. Lynda shared that the retirement and tenure tea was nicely done. Chris Briggs is now tenured faculty!

2. **Department chair election**

Desired outcome: department elects a chair for next year.

David was elected as Biology Dept. Chair for another year through paper ballots. Congratulations David!

3. **Probationary faculty evaluation teams by David**

Desired outcome: department forms probationary faculty evaluation teams for John Norvell, Tyler Flisik, and the Health hire. There should be 3-4 faculty on each evaluation committee, including David.

David will be on all 3 committees. Other faculty should be on the committee for all 4 years if possible. The evaluation committees include the following faculty:

John Norvell: David, Betsy, Frances

Tyler Flisik: David, Alison, Chris, Mark

Health: David, Melissa, Beta

4. **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.

1. The Distance Learning Committee is suggesting adoption of Canvas, but he is not sure when Canvas will be adopted. Canvas easy to use. There is a mechanism to migrate from Moodlerooms. There will be a learning curve.
2. WebCMS is having glitches. Let Michelle Sampat know what you see.
3. The senate discussed how to streamline the course approval process.

4. Mt. SAC is putting a lot of effort in developing optimum pathways for students to reach their educational goals.

5. Report from department chair's meeting by David

1. NSD has a new administrative assistant IV, Maria Valdez.
2. EDC has two empty spots for NSD faculty, two volunteers from Math, EDC would prefer 1 volunteer from another department. The streamlined process proposed by Michelle Sampat will shave up to 4 weeks off of the curriculum approval process if approved. FYI 0 classes have been pulled from the senate consent agenda in the past 5 years, so the 1-4 week delay has not helped with anything.
3. **SLO mapping reminder, due ASAP, send to Karleyn, SLO assessment reminder, send to David.** Need to be at Outcomes committee by June 30, still need to do this if you haven't done this already.
4. Winter schedule try for 4 days/week classes but can request 3 day/week if pedagogically justified. NSD not room limited. Being encouraged to have a 4 day schedule, if on 3 day there must be justification. Conservation class has already been approved for 3 days.
5. NSD has hired two Math faculty, 2 Chem faculty (strong pool, VP Malmgren successfully lobbied president Scroggins to allow 2 finalists to be hired!), Biology hired Anth and Bio. Health position has had 2nd interviews. The successful candidate has been chosen, but it is not official yet.
6. Students and faculty need to improve on student worker hiring and timesheets. Dean Judd will soon stop approving timesheets that are late due to student lateness. Make sure students check the box on the hiring document to allow online timecard submission. Continue to have students email David when the turn in online timecards until further notice.
It would be nice if there were a program to help the students with the hiring process and how to fill out time sheets.
7. Equipment prioritization was not conducted. This will occur at the June or a summer chair's meeting. This prioritization will go forward to the Deans before the final prioritization is done.

6. PIE by David

Desired outcome: department provides input for David to write this year's PIE report

The department members in attendance provided David the guidance needed to complete the PIE report. One important issue raised was that the lab chairs are disintegrating. These chairs are under a 13 year warranty. They are now 10 years old. David will check on what to do!

7. Faculty Association report

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

There was no meeting report, however, FA is talking about the statewide smoking ban at colleges

8. Marie Helsey Award by Virginia

Desired outcome: department reviews criteria and funding of this award

Virginia asked the department members in attendance for guidance about future possible funding of the Marie Helsey Award, should other funding sources be needed. The award is currently funded through the profits from sales of the Anatomy 35 and Anatomy 36 Lab Manuals. One concern that she raised was if an instructor chooses not to use the lab manual, then the funding for the award decreases. Also, if the lab manual cost is reduced, the funding decreases. As we go forward, many manuals will go electronic. Many book companies are going electronic. She was also concerned about how long Day and Nite Copy Center might fund the award. Suggestions were to:

- Talk to Amin about the viability of the award and how much he donates.
- Ask the Foundation for an accounting over the last few years of how much funding comes from Amin and how much comes from the publisher of the Anatomy 35 lab manual. There is probably a big buffer.
- Consider not going through the Foundation.

9. Review of commitments made

10. Announcements and events

- Next department meeting June 2, food by Carola and Frances, Summer and Fall scheduling will occur at this meeting
- June 4 department party/Lynda Hoggan's retirement party
- June 11 Dave Lannom celebration of life