

Biology Department Meeting Flex Day August 21, 2015

Minutes Welcome back!

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. Recognitions by David

Desired outcome: department recognizes individuals for outstanding service to the department and the college.

The Biology Department recognized 2 faculty members with the greatest number of service years: Karyn Kakiba-Russell with 25 years of service and Sherry Schmidt with 30 years of service.

David recognized faculty that agreed to teach sections at the last minute. thanked Beta Meyer, Melissa Presch, and Susan Standen who agreed to teach an unstaffed ANAT 35 Lab section: MW 3-6:10pm. Beta will be teaching this lab.

David also recognized Loni Nguyen, Dale McCabe, Stephanie Marin Rothman who agreed to teach Bio 1 classes added at the last minute.

The Biology Department congratulated Cindy Shannon for winning the eternal flame award. She was awarded this honor for her work in the successful development and leadership over The Dr. Deborah Borocho Science Discovery Day.

2. Reconnect activity by David

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

Faculty shared personal events that occurred this summer. The Fall get together at the Vail's Cabin in Idylwild will be Sunday Oct. 4th this year.

3. Full-time faculty prioritization by David

Desired outcome: department confirms (or changes) its requests for full-time faculty positions

Full-time positions request list from last year:

1. Cultural Anthropologist
2. General Biology (non-majors)
3. General Biology (majors)

Questions:

- Do we confirm this order?
- Position #2 straight non-majors general bio or non-majors slash something? Slash what?

- The Biology Department decided that faculty hired to teach nonmajors, should be of that mindset. The position should be advertised as such and should not include any other course disciplines.
- What would a majors person teach if hired now?
 - If we rank the “majors” position as 3rd, that position probably will not meet the cut off for this year’s hires. David will still fill out the form requesting this position and the justification for this position will still matter. The Biology Department discussed the actual teaching schedule for this position with 15 LHE. The teaching schedule will include Bio 4, Bio 2, Botany, and Bio 8. The PT/FT ratio for Botany = 100%. Faculty hired for this position could teach Bio 1 sections to meet their load. The job description advertised will not include skills required to teach Bio 2.
- Carmen is working on a public health program and hopes to have the program finished by the end of the fall semester. The Biology Department will need to consider the priority of the public health faculty position once the program is in place.

The Biology Department voted by secret ballot to rank full time positions. The results were:

1. Cultural 2. Nonmajors, 3. Majors

4. Bio resource room/STEM update by Tim

Desired outcome: department is informed of how the resource room is being integrated into the STEM center and how faculty can help the STEM center

The STEM Center is now open. Monitoring student use of the models, microscopes, bones and other resources that we have in the STEM Center was discussed. The architectural design of the STEM Center was presented as an issue for the biology dept. Tim was concerned about students using specimens while eating and drinking. He was also concerned about the ability of the staff including student workers to monitor the use of specimens throughout the entire STEM Center. The question was whether or not there is a concern about models exposure to food or drink. Tim stated that the plan is not to let students take models out of bio resource area. He is asking that the Biology resource room area be an area where no food or drink would be allowed. The Anatomy and Physiology faculty voted by secret ballot to decide if students would be allowed to use models while eating and drinking. The majority of Anatomy and Physiology faculty voted yes that it is OK for students to eat and drink while using models.

David said that Karelyn will not accept any proposal that will prevent food and drink throughout the entire STEM center. Certain areas or sections that would prevent food or drink will be allowed, just not the whole center. The Nat. Sci. Division would find us a different area for Biology students to use and it is unknown where that space would be.

David stressed that there must be locked cabinets for microscopes and skulls. Tim says that there is a check out system in place where students will give their id to check out resources in the STEM Center. They would like to keep expensive items in the bio resource (no food or drink) and low cost items in the rest of the stem center.

5. Curriculum and course outline pointers by David

Desired outcome: David shares some reminders and pointers from a department chair’s training session

Curriculum and course outline of record (COR) pointers

1. This summer EDC successfully prescreened all 245 course outlines submitted to them. **If they emailed you for feedback, please respond. Please “reply all” not “reply” on these responses so Deans and chairs know there has been a response and can see it.**
2. Michelle Sampat, curriculum liason, seems genuinely interested in streamlining the curriculum process, e.g. minor revisions not sent back to level 1 but EDC will do for us with our approval, if a course is placed on hold the person will be asked to come in for a face-to-face discussion instead of email/phone tag, Michelle is willing to help individuals or departments before pre-screening stage, she plans to have them review course outlines in Spring for early submissions.
Reminder checklist distributed at meeting: David will provide us with the list.
3. Don't forget to include a statement for the rationale on the cover sheet.
4. Don't forget to include the content review form for all requisites (pre, co, advisory) and the statement of rationale it includes.
5. Don't forget department meeting minutes showing approval of the COR must be attached.
What does the department think of having authors do this before submitting to chair? David will make sure the minutes are sent with the course outlines.
6. **When you submit to chair, please email him (David) because WebCMS auto-notification system does not always work.**
7. It may be helpful to do a review with the chair prior to formal submission.
8. **Karelyn wants all curriculum to her by May 1 in order for her to meet the May 31 deadline.** She has been doing very thorough and effective curriculum reviews and has found and help resolve problems overlooked by the chair.
9. CSU and transferable courses need to have a sample textbook with 5 years or more recent. Remember these are **sample** texts to show the 4 year schools the level of rigor of the course. It is OK to show a sample even if you don't have a textbook required; it is OK to show a recent sample of the right level if you choose to use an older text.

Remember each course needs to have at least one SLO assessed within the past 5 years at the time the COR is renewed. This will need to happen within the next year after COR submission if it did not happen before.

6. We won the lottery! \$19,000 (Purchases that will be made soon using state lottery funds)

With some help from Donna and Ana, we were able to assemble a want list on short notice for items that cost less than \$500 each and were eligible for lottery fund purchase. We will soon be purchasing the following with lottery funds:

- 1) Division will be purchasing over 40 wi-fi routers to improve wi-fi access in all 4 NSD buildings!
- 2) ~\$2,900 of kits and supplies for the Exploratorium/Meek museum.
- 3) 50 boxes of microtome blades for HT.
- 4) ~2,700 of various antibodies and detection kits for HT.
- 5) Set of 6 gel boxes, trays and combs for Bio 4.
- 6) 3 electronic balances and 3 hot plates for back-ups to replace aging units, primarily for building 7 unless building 60 needed them.

Also we will likely be obtaining cantilever racks for cadavers, skeleton models for Bio 1, and a replacement for the broken mideo camera by an equipment process that is still ongoing. Got these!

7. College growth by David

Desired outcome: department is informed of added sections and understands why division is asking NSD chairs for growth sections, including late adds

The College is pursuing growth targets. We have been encouraged to add sections to high demand courses and add students to existing sections where appropriate to help meet growth targets.

8. Announcements and events

- Please remember the “Fred’s Frustration” case study from a previous flex day about the first day at college and help direct students next week
- New contract will require more class evaluations of non-rehire rights adjunct faculty but less of rehire rights faculty, details to come at a future department meeting
- A+P group meeting scheduled September 10
- Next department meeting September 17, food by Deidre and Beta.
- Monday session of Study Skills has 60 students, Thursday, 30 students. The class will meet in STEM center on the first day.

08/25/15vp