

Biology Department Meeting Agenda

- June 4, 2015

AUG 28 2015
MR

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		
Janine Kido	X		Tim Revell	X				
Betsy Lawlor	X		Carmen Rexach	X				

1. Bio 1 scholarship announcements by Bio 1 faculty

Desired outcome: scholarship winners are honored.

Each biology professor introduced the student awardees and the students described how biology changed their lives.

2. Senate report by Senator Briggs

Desired outcomes: dept informs Senator Briggs of how to vote on items he asks for guidance and has their questions answered.

Last meeting of the year: Senator Briggs announced that he will be presenting on Flex Day this August on existing campus efforts in sustainability and how the commitment that Dr. Scroggins signed will promote incorporation of sustainability ideas across campus.

3. A+P group update by David

Desired outcome: department is informed on the progress being made by the A+P group to improve communication within the group (within the limits of confidentiality)

David reported about the progress made by the A+P group to improve communications. Those that were able attended a meeting regarding communication and conflict resolution, discussed cadaver sharing, and scheduled standing A+P meeting dates for the next academic year. Those A+P faculty not in attendance will receive a condensed version of the meeting. The mediator, deans and David will also be there.

4. Proposal to develop A.S. degree in public health by Carmen

Desired outcome: department votes on whether or not to develop an AS in Public Health

Carmen sought department approval for a proposed A.S Degree in Public Health. The outline of required general education and core and elective courses was described. She hopes to send this proposal forward this summer. Carmen may add immunology, genetics, ANTH 1, and BIOL 5 to the list of elective courses. It is not thought that this would pull students from other biology courses taken by premed students. These courses would not be offered at the expense of other courses at this time. This is not considered vocational. This is a proposed transfer degree and does not require an advisory committee.

Approval for pursuing this proposal, unanimous with 1 abstention

5. Deidre asked those that could not attend party about returning part of the money back, it was voted to contribute to sunshine fund.
6. **Department chair election by David**
Desired outcome: dept elects a chair for next year.

David was reelected as department chair for the next academic year. Congratulations David!

7. **STEM center by Tim**

Desired outcome: department provides input on our needs and desires for the new STEM center

Tim is the new co-mentor of STEM center with Daniel Anderson. He described the fate of the Biology Resource Room by stating that Karelyn said that all will be done to incorporate our resource room into the STEM Center. If the Biology Resource Room can't be incorporated into the STEM Center, then we will have another place. It is wise to let Karelyn know what we want for our resources in we remain in the STEM Center. We occupy half of the STEM Center schedule.

Please keep brainstorming about what is in the resource room that we want to keep, what will encourage faculty to use the Biology Resource Room/STEM Center. Tim encouraged each faculty member to hold 1-2 office hours in the Resource Room this fall. We could gain resources for the STEM Center.

One Resource that Tim would like is a geological time line on a white board using magnets, all white boards are magnetic. Magnets can be used to time lines, world maps, plate tectonics, ecological hot spots, mitosis DNA replication, and the process of protein synthesis. The idea is that the student studies the concept first, then sets up the magnets. Available picture keys would show the student how each of the concepts listed above is displayed correctly.

There will be a lot of developments in the STEM Center this summer. The STEM Center has to be successful in Fall, to continue.

Magnets, bones and other portable items would be available for check out to increase the security for these items.

22 students attended the final exam battle plan event. There was almost no notice resulting in the small size of the group. The Final Exam Battle Plan event could not be announced until given the OK.

In considering how we get students to visit the STEM Center, we must keep in mind that some hours at the resource room have had very low or no attendance.

The concern was raised that no divisions form between groups of students such as STEM program student vs prehealth groups.

Tim should be contacted by Biology department members for further questions, ideas or concerns about the STEM Center.

8. **Library writing workshop for Biology by Lynda (see attachment)**

Desired outcome: department identifies one or more volunteers to work with Emily Woolery this summer on developing a Biology writing workshop.

Emily Woolery (Library) wants to set up a research workshop that would be part of their schedule of workshops because there is not enough library staff to accommodate separate workshops with whole classes. Emily will be developing workshops during summer. She needs faculty that are interested in assisting her. Cindy Anderson, David, Jennifer, and Chris volunteered.

9. Report from June 3 department chairs' meeting by David

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

Mt. SAC will be hiring more faculty than expected. There may be 25 positions this year instead of 15. Our Cultural Anthropology Position has been near cut off more than once. The Biology Department considers this position our highest priority again. A Non Majors is 2nd. The 3rd priority was a General BioMajor/General Biology Position. It is premature to request a Public Health position. We will pursue this position when program is developed.

Carmen reported that the BS in HT program was not approved predominately because all candidates applied during the first call for applications except for us. We will be applying again in 2 years. Carmen and Jennifer received good feedback from Sacramento and from HT industry advisors.

10. Faculty Association report by FA Representative Kakiba-Russell

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

The FA Representative Council changed the order of business by working on action items first. Key points from the FA meeting were:

- Contract voting will not be postponed until the Fall. FA members will be asked to vote on the new contract this Summer. Eric Kaljumagi and Joan Scholars will be available to answer questions.
- There is a "Conflict of Interest" statement posted in the mailroom with the June 2nd FA meeting agenda. We should check this statement. This is regarding someone on the FA executive board that applies for a management position.
- There is a Revitalization Task Force for Puttin' on the Hits. There have been some concerns about its fundraising and sustainability. Having a paid director of this program is being considered.
- There will be more information about faculty's role in sexual violence reporting/prevention. From this task force.
- Political Action Bylaw Changes are posted in the mailroom
- There is be a change in the fiscal year in August to align better with CTA
- Richard Myers has been appointed to the executive board to replace Tim Revell.
- It will become more difficult to move from salary column to salary column, but easier to achieve service increments.
- Salary increase is still under discussion.

11. David sought permission to make Beta acting chair for student equivalencies and prerequisites this summer. The Biology Department approved of this.

12. Review of commitments made

Schedule STEM center hours before we do our fall syllabi, ok, we can overlap with each other. Give your desired schedule to Tim. Many details still need to be sorted out. We need to maximize our hours to protect our resources. Tim will use the mailroom to organize the STEM center schedule.

13. Announcements and events

- Department chair election results by Lynda
- **Course coordinators please turn in Summer and Fall lab calendars to Donna (building 60) and Ana (building 7) by June 16**
- **Course coordinators please turn in written schedules for Winter and Spring 2016 to David before leaving the department meeting.**
- Fall flex day is August 21
- David will be updating and re-submitting our Cultural Anth full-time position request early Fall. Full-time faculty requests will likely be due by the end of September.
- Cindy Shannon passed around a card to sign for Amin and Tony who made 300 flyers and programs for Debbie Day.
- Beta, announced that FIG funds are available.

14. Winter and Spring 2016 schedules (however long it takes)

Desired outcomes:

1. faculty choose their load for Spring 2016 (write on the post-its and on coordinator schedule)
2. faculty choose their overloads for Spring 2016 (write on separate paper, give to David)
3. faculty choose courses for Winter 2016 (can just be on the coordinator's schedule)
4. Coordinators turn in written schedules of Winter and Spring 2016 courses to David. With roll-over first drafts, it is now acceptable to turn in a paper that says "no changes" or to list only those that change. Make sure it is clear which ones have changed, it may be clearer to list them all if some change and asterisk the changed ones. Also note the rollover is Spring-to-Spring, not Fall-to-Spring.

STEM center (from Tim's May 29 email):

"We need to really think about what we need in this resource room so that we will want to keep showing up. I know we have started a list, and this is good. I have asked David to put me on the agenda for next week so please think about it and bring your input at that time (or email me). We have a very narrow time frame to get our input in. Nothing is decided yet, but it will be very, very soon! Here are some quick thoughts and ideas that I will need feedback on:

A) Articulated Skeletons – would these be useful for A&P students instead of bone boxes? (bone boxes require more "guarding").

B) Can Micro and Histo students (and others) be satisfied with 3 or 4 microscopes against a wall where no food or drink is allowed? How many microscopes do we need (and do we need any dissecting scopes)?

C) Would it be useful to have one wall painted with the geological time scale. We use it in Bio 2, does Anthro use this as well. Geology would probably also be interested in this?

D) Can we put together a collection of pressed plants? I think these would be useful for Bio 2 students (how about Bio 3 and Bio 1?). I've already requested a large touch screen computer/monitor to display the new Sanctuary website (coming in Spring 2016).

E) Would Anthro benefit by having a few window displays of tools/weapons/artifacts so forth?)

F) What else?"

Biology writing workshop (email from Emily Woolery, Library chair):

"If we create a specialized workshop with a Biology focus, my hope is that many Biology faculty would send their students to the workshop. During the Biology faculty meeting, I wrote down the following

courses as having research papers -- BIOL 4, BIOL 8, BIOL 15, MICR 22. I did not write down ANTH, but I know that Betsy was on my list of faculty to speak with.

To create this workshop, I would need to meet with at least one Biology professor. It might be a couple of meetings, so that I can share what is done in our general workshops and the Biology professor could tell me what should be covered in a focused Biology workshop. Would it be sufficient to work with one professor, who could present drafts to other Biology professors? Or does your department work better if a small group creates the draft workshop together?

I should also share my ideas about the timeline. I would like to create the workshop over the summer so that it can be piloted in the fall. I am available to meet with Biology faculty through the end of spring semester and during summer intersession."

