

Biology Department Meeting Minutes

October 16, 2014

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

Faculty shared what is going on in their personal lives.

2. Senate report by Senator Briggs

Desired outcomes: dept is informed of the meetings and has their questions answered.

Student Housing Comment	<ul style="list-style-type: none"> A proposed on-campus student housing project was opposed by two speakers during public comment. Their objections are based on loss of Agricultural Sciences facilities, and inaccessibility to students due to high rent. A public comment about cost and loss of Agricultural Sciences facilities.
Biol-50	<ul style="list-style-type: none"> Biol-50 needs to be in Stage 5 on WebCMS by January 1, 2015 to avoid inactivation.
<i>Mountaineer</i>	<ul style="list-style-type: none"> The Mt. SAC <i>Mountaineer</i> is now the entirely digital <i>Substance</i>, available online at http://www.medium.com/substance. Faculty are encouraged to bring articles to class to reinforce the importance of investigative journalism.
Task Force Positions	<ul style="list-style-type: none"> Several relevant task force positions are available: (President's report) Institutional Review Board alternates President's Advisory Council (2nd & 4th Weds, 3-4:30) Senate Events Planning Student Preparation and Success (1st & 3rd Weds, 2-4)
Baccalaureate degrees	<ul style="list-style-type: none"> Fifteen California community colleges will offer pilot baccalaureate degrees beginning 2017-2018. (gold sheet, back) governor just signed the initiative, schools have not been chosen yet. BiologyDepartment members discussed the possibility of offering an HTL degree
Online Ed. Pilot	<ul style="list-style-type: none"> Approved Mt. SAC participation in Online Education Initiative. We will be testing online tutoring services. Touted as way to be involved in discussion. (blue sheet, action item C)

Faculty Inquiry Groups	\$40,000 exists to support Faculty Inquiry Groups (FIGs). An information meeting is on Nov. 7 th .
Travel \$	<ul style="list-style-type: none"> • Money is available for full- and part-time faculty. Find updated forms on Professional Development website (mtsac.edu/pod/conferenceandtravel.html)
Other notes	Biological Sciences still has a vacant senator seat. We could be twice as represented! Twice as involved! Twice as wise!
Next Meeting	<ul style="list-style-type: none"> • 11:15 – 1:15, Thursday, 23 Oct 2014, in Founders Hall.

3. Report from department chair's meeting of Oct 6 by David

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

- a. Lab safety – deans may drop by lab classes to check on lab safety. This is not for formal faculty evaluation purposes, but for lab safety. It is the course coordinators responsibility to make sure adjunct faculty know what is required
- b. Lab parity – be sure to include week by week breakdown of lab topics, be sure to include lab final on course outline, be sure to refer to the criteria on the bottom of the parity request form, these are the same as the criteria on the checklist the committee uses.
- c. Full-time faculty requests are still making their way through the process, next step is AMAC for prioritization.
- d. Winter/Spring growth – the college is still looking to grow in Winter and Spring to maximize growth revenues from the state. Division goal 120 FTES of adds. Math added tremendously last Winter and Spring and Art reports they will be struggling to staff and maintain those. Physics and Biology will be able to add significantly. Chem and Astro/ES are reaching classroom and staffing limits. See below for Bio adds. There was some discussion of the need of our division to have some full-time faculty hires to support our efforts to add sections.

If sections are added and the full-time to part-time numbers get worse, that will be stronger justification to put us in a better position to request growth faculty positions. But the 60% state-mandated minimum for sections taught to full-time faculty applies to the college as a whole, not to individual departments or courses.

Update on Biology department Winter and Spring adds:

Winter adds:

- Micro 26 online added
- Bio 8 was not going to work with the lab room well, not added
- Anat 10A single ticket was made into double ticket
- Bio 20 added
- Anat 10B added
- Bio 1 (4th section) in progress? Probably going to happen

Spring adds:

- Anth 1L (3rd section) added
- Anth 22 (4th section) added
- Bio 1 (36th section) added

- Bio 20 (5th section) added

This will probably be the complete list. Bio 8, Bio 3, Bio 6L, Bio 21 are courses with lab space and instructors issues. There may be interest in adding 3rd Bio 21 in the fall. Bio 6L room is busy, may need more Bio 6 lecture to support adding more Bio 6L sections. There is room to add Bio 3 in fall.

4. Debbie Day by Cindy S.

Desired outcomes: dept is informed of plans for the event and of opportunities to help out

Update: Debbie Day is scheduled for Saturday, May 9th 2015. The 2015 theme is Space The 2016 theme is sustainability. Then themes will repeat. Mark will have the Meek available for visits as an alternate to the Wildlife Sanctuary. There is still room to schedule more activities if anyone is interested. Otherwise there are enough activities scheduled for Debbie Day this year. Plaques and cards given to donors last year were appreciated. This year we may get large cards that the attending children can sign. A Code of Ethics is needed for volunteers so that all volunteers know what is expected of them. Adult attendance will be required to accompany every child. Last year one child was dropped off unattended. In n Out will be back this year to provide lunch. Registration is the current priority.

Covina USD will be allowed to take spots during a specific time period of registration after other children have had a chance to register.

5. Renewal of equivalencies by David

Desired outcome: dept renews or modifies Biology and Anthropology equivalencies to state minimum qualifications

David read the state minimum qualifications to biology department members to compare to the Mt. SAC equivalencies.

Minimum qualifications and locally define equivalencies are reviewed every 4 years. Department members reviewed the equivalency document.

Everyone but 1 member voted to renew the existing equivalencies with no changes.

6. Bio 21, HT course outlines by Sherry, Jennifer and David

Desired outcome: dept approves/re-approves these course outlines for minutes

Bio 20, advanced, Bio 21 need course outline approval from the Biology Department.

The Biology Department unanimously approved the course outlines for Bio 21, HT 12, and HT 14.

7. PIE report by David

Desired outcome: department contributes items for the PIE report

Equipment needs

Digital microscopes needed for anatomy for teaching (demos, mideo replacement)

Field trip equipment (Karyn and Craig), some spigots needed for drink containers.

Accomplishments:

- Carmen will be giving a talk entitled: "Ebola the Emergence of an Epidemic" on Monday, October 20, 2014.
- The Meek and Exploratorium were open for Family Science Day (mole day)
- Sanctuary Riparian Expansion: to include the riparian area up to Snow Creek! The college has contracted with Helix Corp to go forward with lend lease to fix the pot holes in the Wildlife Sanctuary.

Concerns/Needs:

- Custodial support needs to be improved
- Airconditioning in labs is cold
- Information Technology (IT) needs to stagger technician hours so that some technicians begin their work day in the afternoon to provide support in the evening (after 4:30-5). We are currently supposed to call Media services.

8. Faculty Association report by FA Representative Kakiba-Russell (Meeting Oct. 7)

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

a. President's Report

- Lance talked about bargaining strategies; how Interest based Bargaining (IBB) can lead to win-win outcomes.
- He introduced Penny Upton who spoke on IBB
 - if used correctly, IBB can lead to good problem solving.
 - In collective bargaining, we need a working relationship with the employer.
 - She went over the skill set needed for effective IBB
 - IBB is based upon consensus – decision the whole group can agree upon.
 - She went over the methods of IBB.
 - IBB is a way to solve problems.
- Department Chair Working Group discussions were held on 9/29 and 9/30
 - regarding the role of the department chair. The group recommend a task force be formed to look at Appendix B.
- The Budget Committee met on Oct. 1.

NOTE: Lance announced that he is resigning, effective December 14, 2014. Eric Kalumagi will replace Lance and an election will be held for the office of Vice President.

NOTE: FA survey team has completed the survey for 2015-16 negotiations. The Executive Board will review it on October 14th. The negotiations online survey should have been available around October 15th but it is not up yet. When this site is up it will be available for three weeks. Negotiation items will be prioritized online.

b. Vice-President's Report

- Eric went over some of the grievances currently underway.
- Eric announced CCA says we should vote for Tom Torlakson for State Superintendent of Instruction, and asked us to take this information back to our departments.
- Eric talked about some of the FA committees that have recently met : calendar, grievance, political action, membership and negotiations survey
- He said the Survey Committee is working on the bargaining issues survey input and will bring the survey to Executive Board and once approved

it will be distributed to the entire faculty. The plan is to send out the survey electronically, but there may be paper copies available for individuals who do not have students this semester.

- Eric attended the Service Center One meeting; one of four during the year. MtSAC can actually send four representatives to the meetings. He will send out dates/times for people who may be interested in attending the meetings.

c. Treasurer's Report

- Al went over his report and explained the various aspects of it
- He will bring the Puttin' on the Hits financial information to the next meeting.

d. Academic Senate Report

- Dan Smith went over the report.

e. Old Business

I. Negotiations Update – MOU on Article 10.Q and 18.K

Some discussion regarding the fact that some departments were confused by the MOU language and what it entailed. Motion to approve passed with no dissent and four abstentions.

II. Faculty Committee Structure

Eric explained the committee structure for FA. No old committee structure could be found in the records. At this time they are not going into the By-Laws. (Joan Sholars suggested we consider doing so in the future so they will always be available and not misplaced.) Motion regarding the committee structure passed unanimously.

f. New Business

I. Election Timeline

Lance is resigning, so Eric will become President, vacating the office of Vice-President. The Election Timeline for election of a new Vice-President who will serve until June 12, 2015 was presented. Fee-paying members who have served on Representative Council during the past three years are eligible to run. The Election Timeline passed unanimously. Nominations for Vice-President were opened; Joan Sholars was nominated. There were no further nominations at the meeting. Nominations will close at the November 4th meeting.

II. Interest Based Bargaining

Maya proposed the Representative Council be given the chance to decide if we engage in Interest Based Bargaining (more collaborative than the current process). She initially said will make a motion to that effect at the November meeting. Eric asked if we want any information to help with the decision. It was discussed that the November 4th meeting is before the November 7th workshop on the topic, so we won't have that input by the 4th. The idea of making the decision in December, when we have more information was discussed. There is a three-day training workshop on IBB in January. Maya asked whether it would be possible to delay the decision until March after the three-day training workshop in January. She was told preliminary planning occurs before March, so it would not be a good idea to be unsure of which type of bargaining would be used in the negotiations until the March meeting.

III. Draft 2016-17 Calendar

Three 2016-17 calendar draft versions were presented and discussed.

Calendar Options

Options →	A	B	C
Winter Holidays	Monday 1-16 Friday 2-17	Monday 1-16 Monday 2-13	Monday 1-16 Monday 2-13
Winter start	1-9-17	1-9-17	1-5-17
Spring start	2-27-17	2-27-17	2-23-17
Graduation Date	6-16-17	6-16-17	6-16-17

The Executive Board recommends Draft Option A. The three options need to be discussed and voted upon in the departments. Representative Council will vote on the calendar at the November meeting.

The Biology Department voted for “Option A”.

g. Announcements

Next Representative Council meeting is November 4th.

9. Review of commitments made

- Virginia will place a general statement of reconnect activity in the minutes instead of stating specific details about what each faculty member shares.
- Virginia will add courses approved to file name of minutes

10. Announcements and events

- Allergan foundation: longevity: tales from the oldest old by Claudia H Kawas, to register at: www.bio.uci.edu/event/allergan, Oct. 30 7pm free admission
- City of Hope: Cancer: is it my parents fault? Free admission 6-7:30pm, RSVP at cityofhope.org/asktheexperts or call 800-535-3390
- Next department meeting October 23, food by David and Sarah
- Betsy has anthro books that would be good references for faculty if placed on the book shelves in the conference room, but she needs room for these. Some of the Biology books that are currently on the conference room book shelves will be placed in resource room.
- Frances, will be having a “Halloween Tales Gathering” on her ranch on Oct. 25th, light refreshments will be served.
- Carmen: next week Caduceus will be having sections meetings:
 - (start at 6:15pm) Public Health Monday, after Ebola talk. 15-20min.
 - Tuesday Oct. 21: Gil Benitez PA Speaker,
 - Thursday Oct. 23rd prenursing section meeting.
- Evaluations of adjuncts, tentative assignments done but not everyone has returned the form. Some adjuncts still do not have someone to evaluate them. A few faculty volunteered to evaluate the adjuncts that did not have anyone to evaluate. Most just need class visits. David will send a memo to all who will do evals and what needs to be done. Those that need student evals need to be done before Oct. 31st. The faculty must be contacted at least 48hrs in advance. Scheduled by mutual agreement.