

Biological Sciences Department Meeting Minutes

December 4, 2014

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. Gift and compliment exchange by those participating

Desired outcomes: gifts are exchanged, compliments are shared, and a good time is had by all.

Everyone in attendance enjoyed the gift and compliment exchange!

2. Senate report by Senator Briggs

Desired outcomes: dept is informed of the meetings, directs Chris how to vote for us, and has their questions answered.

Important items from the Senate meeting were:

- \$1500 in travel funds is available for both full-time and adjunct faculty.
- Funding is available for guest speakers to come to campus
- Chris will be sending information to us that he needs feedback on regarding concerns that have been raised about how ranking is done to decide which new faculty to hire.
- Chris has agreed to continue as a Biology Department Senator for one more year. The department unanimously elected Chris for another year. He will serve as 1st senator and only senator during the Spring 2015 semester and serve as the 1st senator through the entire 2015-2016 academic year.
- David was also elected as 2nd senator to serve during the Fall 2015 Semester and will attend meetings as needed.

3. HT course outlines by Jennifer

Desired outcome: dept votes on proposed changes to HT course prereqs.

HT course prerequisites proposed changes:

- HT 1 and 2 add hard prereq eligible for Engl 1A (currently advisory) note these are prereq for HT 12, HT 12 is prereq for HT 14, 15, 16)
- HT 2: add Chem (10 or 40 or 50) as a hard prerequisite (currently has Chem 10 as advisory)
- HT 10: add Anat 35 as a hard prerequisite (currently it is advisory)
- HT 10: add eligible for Engl 1A as a hard prerequisite (currently no Engl prereq)

The Biology Department unanimously approved the prerequisites for HT 2 and HT 10.

4. Bio 34 and 34L 4 year review by David

Desired outcome: dept votes on proposed changes to Bio 34 and 34L course outlines

Bio 34 course outline proposed changes

- Change written assignment in methods of assessment from a 5-10 page position paper to a 5-10 page term paper on a human genetic disorder.
- Move gene mapping from skills demonstration to computational problem solving.
- Update textbook.

Bio 34L course outline proposed changes

- On lab topic outline delete “Measuring mutation rates”. Add new topic: “Demonstrate gene inhibition by RNAi”.
- Course measurable objectives delete measure mutation rates (still leaves 8 measurable objectives)
- Update lab manual

Changes in the Bio 34 and Bio 34L course outlines were unanimously approved.

5. Bio 1/Math 71 learning community by Tim for Loni

Desired outcome: dept considers proposed Bio 1/math 71 learning community and if approved in concept, who might teach the Bio 1 portion of it

Tim described the Learning community that Loni proposed. This is essentially a learning community similar to the Summer Bridge Program which was a great success in past. What would be best offer was considered after surveying students is a Bio1/Math71 link. The best option was a single ticket of Bio1/Math 71.

Several concerns about bridge links were raised by department members to address including the following.

- Linking of disparate courses
- Regarding students that are struggling one course but not the other; whether the requirement to drop both courses is firm and how this is communicated to students.
- That the population of students is not a “targeted group” especially struggling students that may be predisposed to failure.
- When there is a double ticket class and only one is part of the “learning community” the second section is treated differently

**9 biology department members voted in favor of further investigation into this learning community with 7opposed
5 abstained**

6. Dept photo board by Chris

Desired outcome: dept considers proposal to add adjunct faculty to the photo board

Chris’s idea was to combine all faculty and staff pictures on one board without separating the full-time faculty from the adjunct faculty. The department approved of Chris’s idea. A new and larger picture board will be needed and hung outside of the conference room.

David will ask about money for a large picture board.

7. Faculty Association report by FA Representative Kakiba-Russell

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

- An update on Interest Based Bargaining (IBB) was presented to FA by Sandra Esslinger after attending an IBB workshop on Nov. 7th. The Executive Board asked her to provide a similar update to the Representative Council.
- Joan Sholars was elected as vice president of the Faculty Association and Rick Myers was appointed to take her previous position.
- The faculty association is collecting money for a gift for Lance Heard as he resigns his President position.
- San Francisco Community College is proposing a resolution to look into other options for California Community Colleges accreditation due to the higher rate of accrediting problems in California when compared to other states or when compared to 4 year institutions (a rate that is 400% higher!). The Faculty Association will need our feedback on this early in the Spring. The Resolution is posted in the Biology Department Mailroom.

8. Dept year-end party by Lynda

Desired outcome: department decides what plans to make

Department members in attendance decided to have the end of the year party at Lynda's house! Thank you once again Lynda! All other plans still need to be made. Department members should bring their calendars to the first department meeting in the Spring to set the date for the party.

9. PIE report by David

Desired outcome: department contributes items for the PIE report

- Jennifer reported that the pass rates for both the HT and the HTL ASCP exams were 100% this year.
- The wireless network for building 60 is inadequate and needs to be upgraded.
- Craig announced that daylighting the stream (between the amphitheatre and original fenced Wildlife Sanctuary) and installation of the bridge has been approved by the Board of Trustees and a company has been chosen for this project.

10. Review of commitments made

- Betsy made the commitment to purchase a new microwave for the department kitchen. Thank you Betsy!
- David will find out about the money needed to hang a large picture board in the hallway outside the conference room.

11. Announcements and events

- Optional flex day February 20, no department meeting, sign up for college sessions for the full day if you plan to attend
- Next department meeting March 5, food by Tim and Karyn
- **Course coordinators please turn in Winter and Spring lab calendars to Donna (building 60) and Ana (building 7)**
- **Course coordinators please turn in written schedules for Summer and Fall 2015 to David before leaving the dept meeting.**

12. Summer 2015 and Fall 2015 scheduling

Desired outcomes:

1. faculty choose their courses for load for Fall 2015 (write on the post-its)
2. faculty choose their overloads for Fall 2015 (write on separate paper, give to David)
3. faculty choose their courses for Summer 2015 (can just be on the coordinator's schedule)
4. Coordinators turn in written schedules of Summer and Fall 2015 courses to David. With roll-over first drafts, it is now acceptable to turn in a paper that says "no changes from Fall 2014" 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 Fall-to-Fall not Spring-to-Fall.