Biological Sciences Department Meeting Minutes
March 5, 2015

Attendance:

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<td>Cindy Anderson</td>
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<td>Frances Borella</td>
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<td>Chris Briggs</td>
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<td>Mark Cooper</td>
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<td>Karyn Kakiba-Russell</td>
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<td>Betsy Lawlor</td>
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1. **Guest Karelyn Hoover, Associate Dean of NSD, STEM center report**

Desired outcomes: faculty are updated on the current status of STEM center planning, have their questions answered, and provide input for what Biology would hope for in the STEM center.

Dean Hoover discussed her interest in developing a STEM Center. She envisions this center to be different than existing support facilities. Dean Hoover described a place that should be noisy, where students can bring food and drinks and collaborate with a strong faculty influence and a counselor for development of Education Plans. This plan is fully supported by Dean Judd and Vice President Malmgren.

The space for the STEM Center will include the rooms next to the Biology Resource Room. There has been input from both students and faculty. Student equity is a major source of funding for the STEM Center. Dean Hoover wrote a proposal through Student Equity projects for the STEM Center. She was awarded $100,000 to purchase furniture and white boards. This now accelerated the STEM Center plan. Furniture and supplies must be purchased very soon. However, the entire project will take much more time. The new furniture will be stored in the STEM Center until construction begins.

A meeting occurred today regarding the STEM Center. All science chairs and others who attended the flex day meeting were there. Three construction plans for the STEM Center emerged but are by no means final. These construction plans were passed around at the Biology Department meeting.

What impacts our area is that what was the Biology Resource room will become part of the STEM Center. The Biology Department was asked to consider having the Biology Resources incorporated into the STEM Center and what needs would arise as a result of this incorporation.

The room used by the Mt. SAC Robotics Team will eventually become part of the STEM Center, but a space must be found for the Robotics Team first.

Dean Hoover has requested 60% faculty mentor and part time counselor (19 hrs) to staff the STEM Center.
The following questions and ideas Regarding the STEM Center were discussed:

1. If the 100k already funded will also fund construction.
2. If the current plans for the STEM Center were derived from observations at other STEM facilities. Most of the current plan was developed from a lot of student and faculty input.
3. Students want tutors! Karelyn would like to hire adjunct faculty at a noninstructional rate for this purpose.
4. A dividing wall will be installed to allow for student presentation and a wall to allow for privacy for restroom
5. Students want less computer space and more table space with white boards and comfortable chairs, less technology. Even the tables will have white board surfaces.
6. There will be a limited # of computers for students to use.
7. Students want lots of plug ins! These will be installed in the furniture, floor, and wall strips. The STEM Center will also have a fast WiFi connection!
8. Students have to be able to eat and drink in the STEM Center. It was suggested that they will need a microwave and coffeemaker.
9. A question was asked about spaces for the Robotics Team and Caduceus Club. The NSD is working on a new space for the robotics team. Once this space is found the team will be moved and their current room will become part of the STEM Center.
10. All furniture and white boards shown on the construction plans are movable.
11. A good model for comfortable furniture is the lobby of building 4. Students are always relaxing there.
12. One table, lab bench height where no food or drinks will be allowed was suggested for microscope use.
13. The Biology Department needs to have a discussion of type of microscopes that should replace the current Resource Room microscopes. Jennifer will get a quote for 4 microscopes and 2 cameras; a small set up for projection that plugs into scope that is very user friendly.
14. More slide boxes (for anatomy, microbiology, Bio 2, and other courses) are needed.
15. Dean Hoover needs quotes for all of the Biology Department requests. She may be able to honor some of these.
16. Water bottle refill station was suggested.
17. Cabinets can be built in.
18. Having faculty or high level student to tutor classes at the STEM center is desired.
19. There will be a reception area where student usage can be tracked and students can check out resources.
20. How will we collect data to know that we are having an impact?
21. Id cards with magnetic strips can be used to check items out and to track student use?
22. Need a message boards (in there as a TV screen?),
23. It was suggested that in the future would be neat to have a touch screen website to bring the Wildlife Sanctuary into the STEM center through live camera feed. Need the infrastructure for this. Tim will look into a quote for a touch screen TV (one touch in TX.)

- Microscopes will be the first thing that we want to purchase for the STEM Center.
- A 3rd bone box would be useful, but an Beauchene (exploded) skull is a more urgent need. Carmen and Virginia will look into quotes for the Beauchene skull.

Dean Hoover thanked the Biology Department for adding classes and accommodating students. This helped us exceed our baseline and will be helpful in obtaining growth funds.

2. Reconnect
Desired outcomes: faculty catch up on what’s going on in each other’s lives

Faculty shared some of their experiences from the winter months.

Sherry and Carola will present pictures from their winter trips.

3. Senate report by Senator Briggs
Desired outcomes: dept is informed of the meeting, directs Chris how to vote for us, and has their questions answered.

The Academic Senate had the first meeting of the semester today. There was 2 things to share:

- FIGS have been approved and are underway already. FIG Projects last ~1 semester each costing $4-5,000. The Biology Department was awarded a FIG grant (C. Anderson) leading to the purchase of 5 sets of iClickers. The total pool of money this year is $45,000. The criteria for funding FIGS projects is different this year than previous years. Evaluators of FIG proposals are less interested in the introduction of new technology into the classroom and would like to see more inquiry based projects and will be looking more closely at how the project impacts student success. The next funding cycle for FIGS starts in April. Carmen and Virginia may apply for funds for iPADS for the cadaver lab.
- Senator Briggs learned that if we have a 2nd senator, this individual will have to attend senate meetings regularly.
- The other items discussed at the senate meeting will be sent to department members through email. There will be a lot to vote on. Everyone was asked to carefully check their email.

Beta mentioned a Counseling Liaison Proposal that would assign 1-2 counselors to each discipline. The counselors assigned will be well versed in that discipline. The Executive Board has approved this proposal. It is now at the full senate. Bio dept. should consider taking advantage of this resource to assist with guiding students enrolling in sequential courses. Counselors have been assigned like this in the past. It was helpful then.

4. Report from department chair’s meeting of March 5 by David
Desired outcome: department is informed of the meeting and has their questions answered

- Most time at the department chair’s meeting was spent on the STEM Center.
- Courses in NSD departments are >100% enrolled. Biology Department courses are 104% enrolled. The department with the highest enrollment is 117% full
- There is a High School Outreach Event on Mar 12, 13. Volunteers are needed to show off biology to the visiting high school students. Jennifer will be available to show the HT lab. She will have HT 12 students working on Thursday. Cindy Anderson has Micro lab, Beta will show the anatomy and physiology labs, Mark will show Meek Collection. Bio 1 doing the cell and the mideo will be up in all labs. Cindy Shannon can get a TA to show museum in building 7. All volunteers should contact Karelyn about what they are willing to do.
- College wide, enrollment is not strong. The college did not get 18 year old students registering for classes as has happened in the past.
- The needs of 2 college committees were shared with chairs:
  - Education Design Committee does not have sufficient representation from the NSD. is looking for better representation. EDC meets Tuesday: 1:30 to 3pm
  - The Basic Skills Committee needs co chair. This is a release time position.
• Astronomy Kepler Lecture will be held on April 11. Fund Raising Lecture series dates are Mar 26, Apr 23, and May 21

5. **Debbie Day update by Cindy S**
   Desired outcome: department is updated on plans for the event.

   The website for Debbie Day is: [www.mtsacscienceday.org](http://www.mtsacscienceday.org) (not quite up to date yet).

   A keynote speaker is needed” May 9th 9:30-10:30am the talk should be geared toward 4,5,6,7th graders. Beta will look into this

   Everything else for Debbie Day is in place.


6. **Cal Poly Biotrek ethnobotany service learning course luncheon report by Cindy S.**
   Desired outcome: TBA

   The new ethnobotany course at Cal. Poly Pomona was described. The textbook for this course was written by Dr. James Adams (pharmacology, USC). This course (and text) has a Chumash emphasis. Biology majors get 1st priority for enrollment. The interested students would transfer as a biology major to Cal Poly.

7. **High school outreach on March 20, 8:00-12:00, by Carmen**
   Desired outcome: volunteers for the event are found

   A group of 200 health academy students will be visiting Mt. SAC on March 20th. The Caduceus Club will donate bags and will be the tour guides for them. Carmen is requesting volunteers to show these high school students our labs and museums. Faculty that are willing to teaching should provide Carmen with the number of the classroom that they will be teaching in during that time. Building 11 has nutrition models, for the nutritionist to give a lecture. The high school students will do suturing. Jennifer will let them embed tissues in the HT lab.

   Mark Cooper, Jennifer MacDonald, Beta Meyer, and Cindy Anderson. (8-8:30) will participate along with Carmen. Lunch will be provided.

8. **Dept year-end party by Lynda**
   Desired outcome: department chooses a date

   Lynda will host the biology department end of the year celebration at her home. May 30th is the day of the party. Deidre Vail, Carola Wright, Chris Briggs, and Beta Meyer agreed to help!

9. **Review of commitments made**

   • Jennifer agreed to obtain a quote for 4 microscopes and 2 cameras for the STEM Center
   • Carmen and Virginia agreed to obtain a quote for 1 Beauchene Skull for the STEM Center
Mark, Sara, Beta, Cindy A. and Jennifer volunteered to help with the high school outreach on March 12, 13.
Cindy S. will have a TA show the high school students (Mar. 12, 13) the Biology Museum in Building 7.
Mark Cooper, Jennifer MacDonald, Beta Meyer, and Cindy Anderson. (8-8:30), and Carmen will participate in the high school outreach on March 20th.
Deidre, Carola, Chris, and Beta will help Lynda with the arrangements for the Biology Department End of the Year Celebration.

10. Announcements and events
- Next department meeting March 19, food by Lynda and Alison
- Disney nature movie “Monkey Kingdom” opens April 17th. Date for a dept Earth week movie night? Thursday Apr 30? Apr 23 is a possible dept meeting date.
- Met Jeremy Marion the new lab tech for building 7!
- Health Professions Conference May 1st.
- CIDS need to match to stat description ANAT 10A/B people need to responds ASAP.

03/12 vp