

SEP 29 2014

## Biology Department Meeting Minutes September 11, 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. Introduction:** Stephanie Malmgren will be our temporary replacement for our 50% lab tech! She is also teaching a Bio 1 lab.
- 2. Craig congratulated the Biology Department on our inheritance of an enlarged Wildlife Sanctuary** that will now include the entire riparian section south of Mt. SAC hill all the way to Snow Creek!
- 3. Virginia thanked the Biology Department** for all of the support and kind thoughts regarding the passing of her husband's mother.
- 4. Senate report by Senator Briggs**  
Desired outcomes: dept is informed of the meetings and has their questions answered.

Curriculum Web CMS update is due 31 May, 2015 for the following courses:

ANAT 35, 40A and 40 B  
BIOL 1, 15, 15H, 21, 24, 34, 34L, 6L  
MICR 1, 22

A summary of the 1<sup>st</sup> Academic Senate meeting included the following discussion topics:

- Resolution about climate commitment, passed. The Board will decide whether or not to ask President Scroggins to sign the resolution at the next meeting.
- Baccalaureate Pilot Program: A task force is forming to recommend whether the campus should participate, and if so, which degree(s) should be offered.
- Career Technical Education Expansion: A task force is forming to use potential new CTE money; relevant sectors are Health, Advanced Transportation & Renewables, and Energy Efficiency & Utilities.

Jennifer is interested in serving on both task forces described above.

### **5. Anthropology AA-T and CIDs by Betsy**

Desired outcome: department considers proposed transfer degree in Anth and course alignments to state CID descriptors

A new Anthropology AA-T major will soon be launched. CIDs must be approved first. This will go through Jamaica Fowler, to the California State Chancellor's Office, then back to Mt. SAC for review. Betsy needs department approval to send the following courses forward:

Anthr 1, 1H, 1L, 5, 3, 4 after it is approved

Betsy will submit Anth 3 first for CID approval, then Anth 4 will be submitted. The major must first be proposed to gain approval for Anth 4

The Biology Department unanimously approved of submission of all the above courses!

**6. Report from department chair's meeting of Sept 11 by David**

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

- a. Last year there was \$400,000 of instructional equipment funds for the college. This year instructional equipment of \$1.18 million (!) was awarded to Instruction, of which NSD has been funded with \$237,000. Our department is getting the following, complete quotes needed to division if not already submitted:

- Biopac 16 sets, 16 laptops for physiology \$78,274
- Geldoc imaging system for Bio 8, 34L, Micro 1 \$8,383
- Refrigerator for Micro 1, 22 \$2,500

There is still more instructional equipment money being held in reserve. We may be getting 13 microscopes for Micro 1, 22 from this second round.

A new Field vehicle may be purchased with extra money!

- b. For lab parity syllabi need to be clear on the syllabus when the lab final is (to differentiate from lecture final). If lab final is in week 15, it must be clear what the lab activity is during week 16.

We were current with all of our lab parity submissions.

- c. Full-time hiring faculty prioritization – we presented and voted priority for the following. Math has 3 replacements, the rest are growth (Chem position may become replacement if Karelyn becomes Associate Dean rather than interim).

1. Math 1
2. Physics/engineering
3. **Anthropology**
4. Math 2
5. Physics 2
6. **Biology (Bio 1)**
7. Math 3
8. Chemistry
9. Earth Sciences
10. Math 4

At the end of last year, our Anthro was the only position that David proposed. He added Bio1 this year. Math is at -3 faculty, so their first 3 are replacements. By adding sections of our courses that are taught by adjuncts we could end up with a ratio like Math.

This is not expected to be a big hiring year. We may not get the Anthro position this year even though it is 3<sup>rd</sup> on the list.

The Biology Department was asked to consider: "If we propose a Bio position, do we want someone that will teach only Bio courses or someone that will teach a combination of Bio and something else like before (Bio/Anat or Bio/Micro)?"

Currently our ratios are: 33%FT/67% PT for Bio 1 and 54%FT/46%PT dept wide

The college is suppose to be at 60% FT as a whole.

#### **7. Clicker status by David**

Desired outcome: dept reviews locations of clicker sets and procedures for faculty to request their use.

Clickers were passed out regarding discussion of the clickers to be used for a straw poll regarding priorities of classes to add.

There are several department sets of clickers at the following locations:

- Alison (in her office),
- Cindy Anderson (takes them home),
- Tim (in his office),
- Jennifer (in the HT lab-these were Sarah's, and are the set that the adjunct faculty can access)
- Beta (in her office)

Tim doesn't use his often, and says that he can make them more available. Adjuncts may use these too.

#### **8. Frances: be aware of smart phone watches – students are using them to cheat on exams.** She suggests telling to put cell phones and watches away before exams begin.

#### **9. Deidre is concerned about the new locks** because they turn a variety of directions to lock. There are 3-4 positions that are lock/unlocked. Need plaques on every lock that says exactly how to lock the door until the locks are replaced with simpler ones. The locks should not be within an arm's reach of a window.

#### **10. Betsy raised the issue that the Biology Resource Room door currently has to be manually locked with the door open.** This lock must be replaced so that it automatically locks when you close the door. David will have this lock replaced.

#### **11. Winter and Spring schedule adds by David**

Desired outcome: dept chooses courses to add Winter and/or Spring.

College didn't get as many students this semester as hoped, and will add sections in winter and spring. Matt suggests that we prepare to add 5 sections in Winter and Spring combined.

**Fall 2014 Registration Data:**

July 17:

- Bio 8 was full, its waitlist still open

July 22:

- closed classes with closed waitlists: Anat 10A, Anat 10B, Anth 1L, Anth 5, Bio 3, Bio 8, Bio 17.
- Closed classes with open waitlists but little waitlist space left: Anth 22, Bio 1, Bio 6L, Bio 20, Bio 21, Micro 1

July 25

- All the classes listed for July 22 filled with filled waitlists except Bio 21 had some waitlist space

Micro 26. The reason this course was approved was because it was added to HT program as an alternate to ANAT 10B. This semester Micro26 was offered at the same time as HT classes so HT students could not enroll. A section in the winter intersession is needed. Carmen asked to teach this class

Bio 1 always fills, Anth 1L always fills, students turned away.

Bio 5 was not filled on 7/25

**Proposed Winter adds:**

- Bio 1 (4<sup>th</sup> section)
- Micro 26 online
- Other?

**Proposed Spring adds:**

- Anth 1L (3<sup>rd</sup> section)
- Anth 5 or 22 (2<sup>nd</sup> or 4<sup>th</sup> section)
- Bio 1 (36<sup>th</sup> or 36<sup>th</sup>/37<sup>th</sup> sections)
- Other?

**Proposed 2015-2016 changes** (major's faculty should discuss before Fall scheduling):

- Add Bio 8 (2<sup>nd</sup> section) to Fall
- convert one of the Bio 8 to Bio 8H (Fall? Spring?)
- move Bio 34L from Fall to Spring?

Bio 8 was not suggested because adding one in spring would cause an imbalance in the schedule and make lab set up difficult. Could add one in the winter.

I-Clickers were used to do a straw poll about classes that should get priority when deciding what to add to the winter intersession and spring semester:

Winter Course Possibilities	Winter Course Priority
Bio1: 75% yes good idea Micro 26: 78% (highest priority 75%) Bio 8 winter (65% good idea, 5% bad idea, 16% need info, 15% abstained)	First Priority = Micro26 (61%) (Bio8 (28%)) Second Priority: Bio 8 (58%) (Bio1 (21%))

<b>Spring Course Possibilities</b>	<b>Spring Course Priorities</b>
Anth1L 100% Anth 22 89% Bio 1 (1-2sects): 92%	Anth 1L 94% highest priority, Anth 22 *Bio 1 was considered a higher priority in the Spring (69%) than Winter.

## **12. Dept schedule process by David**

Desired outcome: dept considers David's proposal to formalize the scheduling process we are currently using

Course coordinators were supposed to just schedule rooms and times on the scheduling posters before the scheduling meeting. Individual then choose their schedules at the meeting face to face. But individual schedules have been consistently set on the scheduling posters before the meeting.

The question is "do we have issues with our scheduling system the way we are currently doing it?" 68% of the department had no issues, 2 members had issues. 4 abstained.

Scheduling posters will be available earlier so that scheduling can be worked out earlier. Scheduling will no longer be a part of the last meeting of the semester.

Scheduling will be done in 2 steps, first rooms and times, then individual schedules. Open to suggestions to how to handle overload. Only a course coordinator can move rooms and times even after individuals have posted their schedules.

## **13. PIE report by David**

Desired outcome: department contributes items for the PIE report

Need to list department accomplishments:

- Sanctuary grew in size!
- College recognized working on permits that there is an endangered bird (Ca. Gnatcatcher, Vireo) Where the solar panels will go west of Grand (Christmas tree lot area)
- Betsy will be submitting for 4 anthro classes for CID,
- Mark was hired as the Meek coordinator.

## **14. Faculty Association report by FA Representative Kakiba-Russell**

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

Dept. chair wk group: Joan Scholars appointed as director for 1 year, let Karyn know if you are interested in serving on this group.

Online negotiations survey is planned for release in October. It is critical that we turn in surveys ahead of time. If you have any interest in collective bargaining let lance know: contracts will be ready fairly soon.

MOU handout and adjunct rehire rights : Under the new contract an adjunct faculty can get rehire rights more quickly than the old contract. There is a window where what do you do when you are 2 years in? There are people that are going to get rehire rights the same time

as people that have been here 1 year longer. Those in year 4 have one more year unless we bring them into the new contract. We may not have time to evaluate them first.

The contract evaluation language may have changed. What may have changed is how many preps and how frequently the adjunct will have to be evaluated. We may be evaluating 2<sup>nd</sup> year, 3<sup>rd</sup>, 4<sup>th</sup> year faculty more often.

We need to support this in case there is an individual that we are concerned about. The adjuncts have a right to know about these changes in the contract and about their evaluation process.

American Fidelity can no longer verify our dependent coverage. The Faculty Association Executive Board says do not dispose of anything that has to do with benefits. There will be another company to verify dependent coverage by appointment.

We may need to mail in the original documents-everyone in the state will be doing this!

A summary of FA committee structure proposed this year (Sept. 2014) was summarized and include:

- Representative Council
- Executive Board
- Bargaining Team (Negotiations)
- Budget
- Calendar
- Communication
- Elections
- Grievance
- Hospitality

Suggestions about the structure of these committees should be passed on to Lance Heard.

FA recommends a NO vote on Proposition 46: The Medical Malpractice Lawsuits Cap and Drug Testing of Doctors Initiative, citing higher health care costs and potential cuts to California's schools and reductions in benefits for teachers and school employees.

Strategic planning survey, Beta will email us with an explanation, hold this survey until the end of the month, then once it is completed return to Karyn

#### **15. Review of commitments made**

- David will have Biology Resource Room rekeyed

#### **16. Announcements and events**

- Next department meeting October 16, food by Jennifer and Cindy A.
- Thurs sep. 25<sup>th</sup> for Jim Russell's celebration of life, a flyer will be in our boxes, we need to know how many people will be attending. This celebration will start with a social hour.
- Some new projectors do not have working audio. A work order needs to be submitted to repair these
- Deidre will be having a fall celebration at her cabin in Idlewyld. (3<sup>rd</sup> week in Oct.)
- Frances is rebuilding a sweat lodge on her property.

- Karyn has been having problems with individuals parking at the bus parking area by Performing arts. Six others are having similar problems. Matt or Karelyn should be told.

9/17 vp