



Natural Sciences Division
Department Chairs Meeting Minutes
October 8, 2015
3:00-5:00 PM
61-2505

Brian Scott, Agriculture		Martin Mason, Physics & Engineering	X
David Mirman, Biological Sciences	X	Malcolm Rickard, Physics & Engineering	X
Jody Williams Tyler, Chemistry	X	Matthew Judd, Division Dean	X
Jenny Leung, Chemistry	X	Karelyn Hoover, Division Associate Dean	X
Julie Bray-Ali, Earth Sciences & Astronomy	X	Guest or Sub: Dawn Waters, Agriculture	X
Mark Boryta, Earth Sciences & Astronomy	X	Guest or Sub:	
Art Nitta, Mathematics & Computer Science	X	Minutes By: Chris Estrada	X

Item	Topic	Discussion	Outcome/Action Needed
1	Welcome	Dept. updates/achievements/announcements	Wait for closing
2	Hiring: Full Time Faculty	- Preparation: Initial # of faculty positions submitted did not include the recent retirement announcement of Lynda Hoggan in Biology. - Prioritization: The rankings changed with the submission of Lynda's retirement docs. The Division created labels and attached them to each form but did not cover or change the existing work. The labels served to maintain consistency with # of positions.	- There is potential for 25-30 new faculty campus wide and NSD has submitted for 17 positions. - Each dept. is encouraged to start planning a hiring flyer in the event that their dept. is chosen for a new position. Matt Judd emphasized the need to be ready when the time comes. - Question: If one dept. hires for multiple disciplines, is the chair required to be on all committees or can an experienced designee be selected? (Matt to follow up)



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			• Matt emphasized the need for continued campus support of Human Resources. • Create pipelines from local graduate programs. • Be bold in hiring. Post positions with HR. Talk to your current faculty who may be able to refer faculty to Mt. SAC. • Use faculty mentors where appropriate but be mindful of the time commitments for full time faculty. Faculty mentor programs are a great way to build strong adjunct and regular faculty hiring pools. • Matt shared the new process in the division regarding Student Evals (H2a). The division currently facilitates H2a scantrons for probationary faculty teams but will expand to helping chairs and designees complete this process. • M. Rickard shared his experience as eye opening and positive. He reminded the group of the time commitment. • Question: What is the repeatability rule for audition classes and how can ENGR 50A (for Robotics Team students) be implemented for repeatability? Malcolm to take question to EDC. • Karelyn gave advice on course review and encouraged the group to meet with her for help on this topic.
3	Hiring: Adjunct	• Preparation: Full time hiring across the region and state may have serious implications for our current adjunct. Prepare for growth in Winter and Spring 2016.	
4	Curriculum	• Rep for Educational Design Committee (EDC): Malcolm Rickard (Physics/Engr. Chair). Need 1 more volunteer.	



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			- Some members of the group expressed their gratitude for Michelle Sampat and look forward to working with her. - Math may have a volunteer (Irving Lai) however Irving is a probationary faculty. It is unclear if EDC is the best fit for a first year probationary faculty. Art Nitita to follow up with Irving and encourage him to meet with EDC to see if he is able to meet the time commitments. - Matt shared info. on Mt. SAC's social media status. There are several avenues for announcements and encourages the depts. to submit their events, new classes, and achievements whenever possible. - Reported that the application for the grant was supported by Academic Senate. - The grant is a privately funded Pathways opportunity that will change the way we look at students and has implications on how we teach and direct them. - The goal is for a college wide shift where students will be moved through classes in a structured way depending on a number of factors (major, transfer university, etc). - There are huge implications for scheduling especially for faculty who have specific teaching time requests.
5	Social Media	Handout by Matt Judd	
6	Pathways Grant	Mt. SAC chosen as a 1 of 50 finalists	



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			• The goal is to move students through with guaranteed classes with guaranteed end (degree). • There are good indications that Mt. SAC will be chosen.
7	Lottery/Equipment Money & Budget Review	• Updates on process • Role of dept. lab techs. and clerical support • Difference between one-time money and regular budget • Budgets allocated • Student worker accounts	• Chris gave each chair a list of the approved one-time equipment and lottery money. • Some items have been ordered due to contract pricing expiration with key vendors. • Dept. chairs are required to complete outcomes with Karelyn in preparation for PIE. No requisition will be approved if the dept. has not written outcomes for each item needing to be ordered. • Chris shared that she has already met with the dept. lab techs. and clerical support to explain their role in ordering and expectations. • Dawn shared that horses have been approved but we are not able to get the quotes that are required for approval. Matt to follow up with Rosa • Chairs were also given their final adopted budgets and student worker budgets • Some depts. to meet with Chris to discuss budget management.



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8	SLOs	• Writing an outcome for a 99 class • Timeline for completion	• Discussion and review for outcomes is pushed until November meeting • Karelyn reminded the group to be mindful of requirements for Special Project 99 courses (lecture requires 18 hours for 1 unit, 36 hours for 2 units. Lab requires 54 hours for 1 unit, 108 hours for 2 units). Reminder that any class with TBA hours must have a mechanism for taking attendance. • Chemistry needs to make a decision on whether or not to deactivate the Chemical Laboratory Technician program. Potential for Biology and Chemistry to collaborate for a new program.
9	Closing	• Topics for next meeting	• 99 courses
10	Open Mic		• Chris updated chairs on schedule download for Spring (Oct. 22). Chairs to submit changes by the 17th. Ag. to work with their clerical support to decide a submission date. Chris will check on TBA date for Instruction in order to submit TBA rooms. Chairs given their room and instructor TBAs for Winter and Spring 2016.



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			• Karelyn advised group on use of double section rooms being used for single section courses. • Dawn asked the group to support Ag in the upcoming Faculty Association survey with regard to 10 and 11 month contracts • Martin shared that the first home Robotics team even will be held on Saturday 10/10/15 in building 11. Young children welcomed to participate. • Dawn shared "Fall into Ag" event from Oct 28-30, 2015. • Dawn shared that the Horse Show Team will have their season opening competition on 10/24/15. • Matt announced that the Rodeo team in the works with professor Landon Sullivan in Ag.