

Los Angeles Mission College – Department of Life Sciences

Meeting Minutes – Friday, October 6, 2017 @ 9:00pm (CMS 214)

Present: Stephen Brown, Mike Reynolds, Diane Livio, Brian Gadd, Erica Seubert, Mehrdad Tajkarimi, Par Mohammadian (via phone)

FOLLOW-UP

1. Budget (Steve): Steve will send out a budget update over the weekend to the department.
2. Guest speaker series (Par, Steve): The speaker series schedule has been altered to fit the schedules of the speakers. Ben Tully has been moved to Spring semester, and Mehrdad's talk has been moved to Nov 6. Par recommends getting speakers to present about potential research internship positions in their labs and what that would entail for students. Steve encourages others to suggest potential speakers for the series. Par suggests setting up the schedule for the Spring speaker series in November.
3. Fall SLO assessments (Steve): Remember to check the SLO assessment schedule for what is required this semester: Bio 3, Microbiology (wasn't completed last semester), Bio 33, Biotech 2, Biotech 3, Physiology, HOCs, and Bio 6 & Bio 7 (SLO1)
4. EEO training, new hiring policy (Steve): Steve has reached out to Kelly Enos regarding this issue, but there is a communication problem limiting him being able to find more information and get more training sessions. For the time being Kelly has offered to serve as EEO for Life Sciences interviews. Steve will follow up to see if more EEO training can be arranged.
5. Schedules for spring 2018 (all)
 - a. Bio 6 and Bio 7 extra lab sections (Diane, Brian, Steve): We are having meetings to discuss how to redesign the courses to reorganize the content that is covered between the two to improve the coherence of the material as units within each. Eventually, we will present the new course plan to faculty at Pierce College and potentially Valley as well. The hope is to reduce redundancy and unnecessary detail and focus to what is the most important concepts and cases to fit the needs of the students. Currently this semester, we have added a new lab section to Bio 6 (2 labs sharing 1 lecture, separate room accommodations), which has changed the scheduling of the course to separate the lecture period. Next semester, we will try it with Bio 7

as well.

- b. Classroom assignments (all): If you have concerns about the lecture room or the timing you are scheduled to teach in, please look now at the proposed schedule for Spring 2018 to request changes. Diane will look in the rooms to note which have microphones and contact Terry about getting microphones for rooms that lack them. Brian notes that there is a problem with the contrast and brightness of the projectors for many of the rooms, creating difficulty for the students. Brian will check the projectors and send in requests.
 - c. Turnaround time between lectures (all): This is the first semester we have experimented with 30 min between lecture and lab rather than 10. For those that have incorporated it, it has been very helpful for the instructor, e.g. to make sure the lab is properly set up, and for the energy of the students. There is a concern though that this affects student schedules, taking away a schedule block from them. Faculty haven't heard complaints from the students for this, aside from a couple isolated issues with trying to add into the class; we should communicate with the counselors to find out if this has created a major issue for students. Par will ask the counselors if there have been complaints, and faculty following this schedule need to ask their students for their feedback as well.
6. Hiring for late start classes, spring 2018 (Steve, Par): Hiring is completed for late start Anatomy lecture and lab and Biotech 3. Currently there is only one class pending for Spring (Biotech 6) for which candidates need to be interviewed.

NEW BUSINESS

1. FT lab tech hire to replace Nadine (Steve): Steve feels very strongly that it is important to hire a lab tech that has speciality or at least experience in microbiology so that Pong doesn't have to do all the micro prep. Par notes that it may be best to have this discussion when the resumes come in, but Steve notes that this should be part of the job description if possible to modify. Steve will follow up on that. Diane and Steve note that this should be a continued discussion as we approach the end of the semester.
2. White board markers (Steve): New white board markers (high quality output, easily

replaced ink cartridges) have been ordered following a department-wide email chain regarding lab supplies, in which Steve also asked the department to check actual supply levels in the prep rooms before submitting requests for new orders. Par asks that all faculty be conscientious of their use of reply vs reply all to reduce unnecessary emails filling inboxes and causing confusion in such discussions.

3. Report on Council of Instruction, Chairs and Deans meetings (Steve): VP Isabelle Saber requested that there be more STEM faculty participation in viability studies planned for Dev Comm and CTT (construction technology technician). Par added that we need more STEM representatives on shared governance committees, including part-time faculty. Par asks that we send emails to the academic senate to ask for moving the meeting times to the college hour so that we can all attend. Erica notes that there is a limitation of part-time faculty being able to participate on committees, as some require too many years of experience. Par and Steve clarified that the position Erica referred to, department adjunct representative, was likely unique in its requirement of 5 years experience. Steve will contact the union and senate leaders to provide a detailed list of what committees need representatives, when they meet, and if part-time faculty can serve on each. Steve reports that certificates are now being processed through the counselors. Emily Bill will offer an upcoming training session about how to evaluate a distance education course for anyone interested.

The new Arts, Media, and Performance building will be having a grand opening event on Oct 20 at 5pm.

Par reports that there are information sessions throughout California about the guided pathways for meta majors that everyone is strongly encouraged to attend to learn more about them. Steve reports there is a meeting at LA Live on Oct 17th; anyone interested is encouraged to contact Dorothy Mundt.

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5. Biotech hiring request (all): This is due Monday. Steve plans to update the original request created last year to fit the department needs and send it to FT faculty over the weekend for review.
6. Stipend for double lectures (petition): There is a concern about the DE courses that are

large enrollment getting more money, yet faculty that teach double lectures don't get similarly reimbursed. Steve plans to contact Louise Barbato about this issue and copy FT faculty in the department.

7. Issues for students in CMS building: Diane notes that there is a lack of food in the vending machine and limited hours with the café; Diane will contact VP Danny Villaneuva regarding the issue of the empty vending machine. Par and Diane note there is confusion about how students can print while at CMS, so Diane will reach out to Zoila regarding accommodating the print/copy needs – how to get print card (or account?) and getting a printer/copier for more student access.
8. Next meeting? Next department meetings are November 3 and December 1, 9-10:30am, CMS 214