

Los Angeles Mission College – Department of Life Sciences
Meeting Minutes – Friday, November 6, 2017 @ 9:00am (CMS 214)
Present: Stephen Brown, Par Mohammadian, Mike Reynolds, Diane Livio, Brian Gadd, Neema
Nourian, Mehrdad Tajkarimi

FOLLOW-UP

1. Guest speaker series (Par, Steve): There will be a speaker presentation about biotechnology from Mehrdad on Monday afternoon.
2. EEO training, new hiring policy (all): Diane and Brian are now officially trained to be able to serve on adjunct hiring committees. Steve reminds that as chair, he is not able to serve as EEO, so he needs Mike and Angela to also be trained.
3. FT lab tech hire to replace Nadine (Steve): The paperwork is submitted at the District, but there is no further information about it. Steve notes that we need to develop a plan for how to do the interview with more than just basic questions, and he will meet with Gayane and Jose to ask for their experience of better interviewing techniques. Mike volunteers to help him with this.
4. Life Sciences curriculum changes – Bio 6, Bio 7, biotech (Diane, Brian, Steve): We have not been able to meet on this due to scheduling conflicts, but we have plans to commence the meetings Nov 13. Steve emphasizes the need to set up regular meetings with Pierce about the changes, which we should try to start in Winter break.
5. Stipend for double lectures (Steve): Based on recommendations from union leaders, Steve notes the best thing to do is to communicate with other STEM faculty to sign a petition that faculty teaching lectures of more than 40 students deserve a stipend. Par recommends that Steve reach out to Isabelle Saber for her recommendations.
6. Microphones in labs (Diane): no progress at this time.
7. Projectors in labs (Brian): Brian checked the status of the projectors and noticed that they aren't properly reporting the lifespan of the bulb, possibly due to a setting being altered. Brian will reach out to the IT support regarding replacing bulbs and fixing the settings for tracking this. Steve says that he was reported that the projectors need to be replaced, though it may just actually be a bulb. Diane reports problems from 106 lab and 004 lecture room in terms of the colors and flickering. Steve says that Danny Villaneuva would approve

getting new projectors to replace the problem ones. Brian will collect together details of the status for all lecture and lab rooms.

8. Committees on which adjuncts can serve (Steve): Angela reported that adjuncts should be able to report on most committees as long as it isn't contractually excluded, e.g. a tenure review committee. They just may need to be appointed for certain committees, through union or senate depending on the type of committee. Steve will send out a reminder that all faculty are encouraged to take part on committees. Diane and Brian will send a request to the leaders of the senate and union that compiles a list of the committees that exist, which has openings, and which can adjuncts serve on.

It was again discussed the importance of having more STEM faculty representatives on the major committees. Steve will follow-up with Mike Fenton and Debby Wong about increasing STEM presence, such as to ensure representative on EPC, Budget, Enrollment Management, and Student Support Services.

REPORTS

1. Curriculum Committee (Mike, Par): For certificates of accomplishment (aka Skills Certificate, less than 12 units), there is one course residency required (e.g. in health occupation); for certificates of achievement (12 units or greater), there is a 20% residency requirement. Mike refers us to their minutes; Par summarizes concerns with the short term programs.
2. Academic Senate (Mike, Par, Steve)
3. District Academic Senate (Angela)
4. Professional Growth Committee (Diane): There are annual funds for full-time faculty and ranked adjunct faculty to receive reimbursement for conference attendance and tuition costs behind professional development. Interested faculty can submit a request form with documentation of estimated expenses to Diane at least 30 days before the conference or within 2 weeks of starting a course. Diane can answer any questions about the process and faculty are encouraged to check out:
<http://www.lamission.edu/professionalgrowth/default.aspx>
5. Faculty Hiring Prioritization Committee (Steve): Applications are in; ranking will occur soon.

6. Learning Outcomes Assessment Committee (Steve): Steve has been encountering scheduling issues to be able to attend, so he will look into Brian taking over, including as the SLO coordinator for the department in the future.
7. Council of Instruction (Steve): There have been discussions about maintaining Zero Text Cost (ZTC) status for certain online courses. Steve refers us to the minutes.
8. Department budget (Steve): Brian recommends looking into investing into a 3D printer to create our own models; he refers us to the NIH 3D Printing Exchange for what is available and a source for creating plans of what to print. For Anatomy, the cost of having enough cats for dissections has become prohibitory, so a solution was proposed to using rabbits also (3 cats/3 rabbits per section) to cut down cost.

NEW BUSINESS

1. Major Fair representation for Life Sciences on Nov 9 from 10:00-1:30 (all): Life Sciences faculty representatives are requested to help represent the department and provide information regarding the majors.
2. State of labs – CMS 002, CMS 102 (Steve, Par): The models of the anatomy lab (102) are not being properly maintained, not being put away in the correct places and labels still being taped or glued to the models. Par recommends that we need to have clearly established lab rules developed in a mandatory meeting of instructors that teach Anatomy and Human Biology. The Micro lab (002) materials are also not being properly maintained and put away in the correct places. Par recommends having an orientation with any newly hired faculty of the lab space and maintenance. Steve also wants to set up a mandatory meeting of faculty that teach in the space.
3. Lab tech priorities (Steve): Steve has established that Mehrdad's priority as lab tech are for the Biotech courses, and any available time is to help with the extra sections added: new Bio 6 section and late-start Micro and Anatomy. Beyond that, Mehrdad will check with Pong and Nadine for what needs to be done, such as when one is out. Diane notes that there is a need for clarification on the student helper schedule to clean up and put back supplies regularly, as lab prep maintenance seems to be falling far behind; we should assess if there is a need for hiring more student help or if we need to rearrange scheduling.

4. Anatomy hybrid course (Par): Par is working to set up a version of Anatomy that is hybrid, with lecture online, in-person discussion and in-person lab.
5. Biotech proposal, workshops, funds (Par): There is \$40K in funding for the Biotech program. Par has set up a proposed budget list for faculty professional development, lab supplies, high school outreach, industry partnership, and curriculum development. Par requests for suggestions to this proposal.
6. Condensed course offerings in fall, spring - 8/8 or 5/5/5 (Steve): Steve proposes considering developing offerings of accelerated courses to attract more students and help them complete their degrees faster. He has been in communication with Gayane, and it is emphasized that the courses are meant for students that can devote the time and study skills to maintain such an advanced schedule.
7. Next meeting: December 1, Friday, 9-11am