

Los Angeles Mission College – Department of Life Sciences

Meeting: Friday, December 1, 2017 @ 9:00am (CMS 214)

Minutes

Present: Stephen Brown, Mike Reynolds, Par Mohammadian, Diane Livio, Brian Gadd, Mehrdad Tajkarimi, Erica Seubert, Neema Nourian, Sheila Fennoy

FOLLOW-UP (30 min)

1. FT lab tech hire to replace Nadine (Steve): The union has appointed Pong Nimnual to serve on the hiring committee. Steve is recommending to Isabelle Saber to approve for Mehrdad to continue as a part-time lab tech in the Winter until we can get a new FT lab tech hired. Steve notes that the questions for the interview still need to be drafted, but he noted that it will be important to have a skills test as part of it. He proposes Steve, Mike, and Pong to meet with Gayane and Jose from Chemistry during Finals Week to work on this.
2. Life Sciences curriculum changes – Bio 6, Bio 7, biotech (Diane, Brian, Steve): Steve, Diane, and Brian have a curriculum rearrangement plan for Bio 6 & 7 that they will set up a meeting with representatives from Pierce College's Life Sciences department in January to present to them. Steve reports that experience from the Fall offerings of Biotech have revealed that there is an issue with prerequisites due to some students being underprepared. Also, there is an issue with the number of hours allotted to lab for Biotech 2 being too few, which will require proposing a new course to resolve. Students were in agreement that that was needed though. Par recommends looking at the curriculum in June, to make changes over the summer. Erica recommends looking to the Biotech program at Pasadena City College considering their success.
3. Guest speakers for the spring (Par, Steve): Par reports that they have an interested speaker at LiveOrganics and puts out the call for suggestions for other speakers. She also asks for faculty to promote it to their students for more to attend. Diane requested a little more advance notice next semester with the specifics to present to students.
4. Stipend for double lectures (Steve): Steve has discussed this issue with Vilma Bernal from AFT. Steve reports that he needs to make a petition to circulate. Par recommends referring to the contract and the arrangements at Pierce and Valley to incorporate into the petition.
5. Microphones in labs (Diane): Diane put in a work order regarding the lack of microphones, but the reply is that the department is responsible for purchasing the microphones before

they can be installed. Par recommends asking what the costs usually are to incorporate it into our budget.

6. Projectors in labs (Brian): CMS 002 needs to be replaced. The other projectors that had problems appear to have only needed bulbs replaced, which has been handled.
7. State of labs – CMS 002, CMS 102 (Steve, Par): Steve will arrange meetings for all instructors that teach in these labs to discuss how all things need to be stored and the need for faculty to monitor students use and clean-up of materials. Diane reminds that CMS 106, 107, and 110 will need to be cleaned and organized during January.
8. Committees on which adjuncts can serve (Diane, Brian): Diane and Brian are drafting an email to the presidents of the senate and AFT to improve transparency regarding the committees in service on campus, openings, meeting times, etc. Par recommends setting aside a budget for the adjunct reps, as FLEX hours is not enough incentive to serve on a committee. She also recommends noting the committees that are non-Senate and non-AFT. For ASO, they are having trouble getting students set up to be representatives on campus committees.

REPORTS (20 min)

1. Curriculum Committee (Mike, Par): Anatomy hybrid is being put on the agenda for the upcoming meeting to be approved, as well as the restrictive Calculus requirement for biology transfers that needs to be revised.
2. Academic Senate (Mike, Par, Steve): The president has hired someone to do mediation with the members of the executive board and the faculty that are in disagreement.
3. District Academic Senate (Angela): see emails
4. Professional Growth Committee (Diane): There are funds available for reimbursement, however the ranking of adjuncts to qualify for reimbursement has revealed an issue with the discipline set-up for our department. Steve will need to work with Academic Affairs to resolve this issue.
5. Faculty Hiring Prioritization Committee (Steve): The rankings have been published. The committee agreed that an active discipline that is without a FT faculty, they will be placed in a special category and consideration in scoring. Law, Astronomy/Physics, & Communication

Studies has been ranked at the top, then Math, Family Studies, and Biotech. Most likely we won't be able to hire for this Biotech position this year.

6. Learning Outcomes Assessment Committee (Steve, Brian): Brian will be taking over Steve's position on the committee for next semester. For DSP&S, they will be hiring someone to evaluate students to qualify into the program. For ASO, they are having trouble getting students set up to be representatives on campus committees due to confusion around details for the committees available.
7. Council of Instruction (Steve): We are the only campus in the district with increasing enrollment. There is a proposal to help redirect students that drop out of CSUs to return to community college and re-enter into UCs.
8. Department budget (Steve): see item 2 below

NEW BUSINESS (40 min)

1. Program Review – meeting in 2nd week of January (all): A department program review is due by the end of January, so faculty will meet January 9 at 3pm to work on it.
2. Purchases for spring (all): Looking at the department budget, we have some funds remaining that we need to use by March, so Pong and faculty will put together a list for equipment and models that are needed for lab courses.
3. Condensed course offerings in fall, spring - 8/8 or 5/5/5? (Steve): Steve proposes looking into condensed course offerings, perhaps for Anatomy, Physiology, and Microbiology. Par recommends also considering working with other departments to address different program requirements in one semester long arrangement, such as bio, chemistry, & math.
4. Maintenance of the garden (Nadine, all): will need to address in January; Nadine sent an email update: "The garden needs a locking secure shed so that the wheelbarrow, some chairs, tools, and other garden supplies can be stored there. The garden is looking good for fall and all the hot weather we have had. I had hoped to get mulch covering the pathways to cut down on weeds but I put in a work order over a year ago to cut the curb to make a driveway for deliveries. Facilities approved it but didn't do it. There are many kinds of plants growing in the garden. A lot are hidden for their own protection. The succulent vs Cactus containers are looking good. The elderberry tree is sprouting a bit and there soon will be a bench there.
Please have an interview question for the new tech on their skills at growing plants and caring for animals."

5. SLO assessments, revisions (all): Steve proposes that we have a discussion in January about the best approach with SLO assessments and the use of SLOs of certain courses, particularly to consider shifting SLOs to focus to “threshold concepts” to be more useful in evaluating and improving courses.
6. Next meeting? Special meetings set up in January and for Spring into Spring day.