

Los Angeles Mission College – Department of Life Sciences

Meeting Minutes – Friday, March 23, 2018 @ 9:00am (CMS 214)

Present: Stephen Brown, Par Mohammadian, Mike Reynolds, Diane Livio, Mehrdad Tajkarimi, Magaly Rojas-Gonzalez, Brian Gadd, Sheila Fennoy, Angela Echeverri

FOLLOW-UP (30 min)

1. FT lab tech hire update (Steve): We have hired a provisional full-time 90-day lab tech, while we wait for the new pool of lab tech tested candidates is generated. FT lab tech hire update (Steve): We have hired a provisional full-time 90-day lab tech, while we wait for the new pool of lab tech tested candidates is generated. Steve has been asked by the district to fill out paperwork regarding the permanent lab tech hire in preparation for regenerating a new pool of applicants. Steve will submit this to the district by Monday.
2. Department budget, purchases for end of fiscal year (all): The deadline for purchase orders is April 6th. Mehrdad recommends that we get the warranty with new equipment to help cover the costs of repairs that will be needed in the future. Steve has consulted Pong about funds needed to supply labs for the rest of spring and for early summer, and Pong should have this by the end of next week. Steve has also contacted the dean and secured an extra \$1200 for printing funds which have been exhausted.
3. Life Sciences curriculum changes – Bio 6, Bio 7, biotech – update (Diane, Brian, Steve): Based on communications with faculty at Pierce College and at District Discipline Day it is clear that it is unrealistic to coordinate Bio 6 & 7 curriculum with the other district campuses, so we will revise our curriculum and emphasize that students need to take both courses at the same campus by putting a statement in relevant course syllabi and the college catalogue. There was an interest in developing a Bio 110 course, but it would not be towards a degree, there may not be enough student interest at this time, and there isn't anyone that has the time to work on it now. Steve suggests it would be better to discuss it at a future date. Biotech 8 has been reduced to a 2-unit course, due to concerns about too high of expectation of internship hours during the fall and spring semesters.
4. Stipend for double lectures – petition (Steve): Steve reached out to Joanne Waddell and did not get a response. He plans on preparing a petition over spring break to be circulated among science faculty in the district.

REPORTS (20 min)

1. Curriculum Committee (Mike, Par): AB705 regards English and Math requirements. Most of the non-transferrable courses may need to be converted to noncredit, with limitations on how many years students have to complete the requirements. They will expand what is considered for placement in these required courses beyond just the placement exams.
2. Academic Senate (Par, Steve): Par is willing to replace Steve's position on the LAMC academic senate. The senate will arrange an election soon to formalize this.
3. District Academic Senate (Angela, Steve): Steve is now a district senator for the campus.
4. Professional Growth Committee (Diane): May 28 is the deadline to apply for reimbursement under this fiscal year.
5. Faculty Hiring Prioritization Committee (Steve, Par): The president has approved us to hire a full-time Biotechnology faculty member to begin fall 2018.
6. Learning Outcomes Assessment Committee (Brian): No update that is relevant for us.
7. Council of Instruction, Chairs & Deans (Steve, Par): There is a need for the buildings of main campus to be updated to be locked from inside. There will be a LiveScan for our campus to handle new hiring needs. Steve will assign the full-time faculty to work on components of the annual program review. Book requisitions are needed by April 16 – Bio 6 & 7 faculty will work to remove the lab manual for the Fall. Syllabi still need to be posted online.

NEW BUSINESS (40 min)

1. Biotechnology hire, job description (Steve): Steve will write a job description to be reviewed by the department full-time faculty and the dean over the weekend, and also work on arranging the hiring committee and timeline.
2. Faculty training for online teaching (Par): Par notes that for our department only she and Wakana Saeki are trained for online teaching on Canvas for the district's requirements, so other faculty are needed to do the online training. She will provide information for other faculty to get trained and certified for online teaching over the summer.
3. OER texts (all): CENGAGE is offering an option for an online subscription for a \$120 semester fee to have access to all of their texts, with an option to also rent physical copies. Steve asks that faculty review what is offered for their respective courses over spring break

to consider if we should move to it as a department, as Math has already done.

4. Defective equipment (Steve): Steve notes the need to coordinate how to handle lab equipment that needs to be fixed. We need to designate a location to store them with a note of the problem, so that lab techs know to fix them. Steve will consult with Pong about what would work best to coordinate this, and Mehrdad is encouraged to have the Biotech students work on how to fix such equipment as part of their training.
Steve also emphasizes that students need to let the gel electrophoresis chambers air dry. It is easy to damage the delicate platinum wire, so faculty need to instruct students to not wipe them dry.
5. Logs/notebooks for lab supply concerns (Steve, Diane): Faculty will be able to jot down when issues come up in lab to better communicate with the lab techs. Brian recommends a 3-ring binder that has a plastic sleeve on the front for notes from the lab techs to the faculty for the week about where to find certain materials. Diane recommend that the lab set-up lists for each course can be stored in the notebook or in a separate notebook.
Brian also recommends developing a Canvas shell for Bio 3 to improve communication among faculty as well. Par notes that the lab techs can be included and have the equipment lists stored online as well, which will make it easier to disseminate the information to new hires. Par is sending requests to Emily Bill to establish sandboxes on Canvas, with shells for each Life Sciences course, with the exception of Biotech and Allied Health courses.
6. Next meeting – April 27 @ 9:00