

Los Angeles Mission College – Department of Life Sciences

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

Present: Stephen Brown, Par Mohammadian, Mike Reynolds, Diane Livio, Brian Gadd, Osvaldo Larios, Magaly Rojas-Gonzalez, Mehrdad Tajkarimi

FOLLOW-UP (30 min)

1. FT lab tech hire update (Steve): We are currently going to interview for a temporary FT lab tech position next week, so hopefully we will be able to hire someone for help soon. Then we will hold interviews for a permanent position, after the hiring pool fills with candidates.
2. Life Sciences curriculum changes – Bio 6, Bio 7, biotech (Diane, Brian, Steve): We will meet with faculty from other campuses on District Day, but Pierce has already revised their manuals. So we will arrange to do our changes for our campus, but add a statement to our syllabi that students need to take both courses at the same campus. Diane raised the issue about content not being kept up to date in Bio 3, with the textbook and current field standards. Diane will meet with Steve and Brian about how to best address this issue.
3. Guest speakers for the spring (Par): Par has two speakers arranged to discuss their experience, biotech company, internship opportunities, etc. There will be two seminars this semester, 40-min long, with the first one on March 13th at 2:30pm, so all Biology instructors should offer extra credit for attendance to this excellent opportunity. Par will provide flyers for instructors to use when announcing.
4. Stipend for double lectures – petition (Steve): Steve has been advised to speak with the union president for the district, so he will try to arrange to do so at District Day if possible.
5. Projectors in labs (Steve): Steve has communicated with the IT department regarding the projector issues. If there are issues with the projectors or IT issues, send a direct work order request.

REPORTS (20 min)

1. Curriculum Committee (Mike, Par): Curriculum updates provided to the department: We will look at pre-requisites for our courses and evaluate the actual need and benefit gained from them.
2. Academic Senate (Par, Steve): Positions are open on Academic Senate including for an

adjunct rep on the seniority list.

3. District Academic Senate (Angela): No update provided.
4. Professional Growth Committee (Diane): Funds are still available for reimbursements.
5. Faculty Hiring Prioritization Committee (Steve): The president might have approval for 2 more FT hires for Fall 2018. If this is true, Math and Child Development have priority over our Biotech hire based on the last list generated.
6. Learning Outcomes Assessment Committee (Steve, Brian): Remember to do follow-up assessments when making changes.
7. Council of Instruction, Chairs & Deans (Steve): Par notes the need to fix our department website, Steve proposed setting up a meeting right after spring break to address this.
8. Department budget (Steve)

NEW BUSINESS (40 min)

1. Purchases for end of fiscal year (all): After the next department meeting, we will review department purchase needs for the labs. All faculty are invited to put together a wishlist to send in to review and to attend to prioritize the list. We also need to set up a meeting in the summer to create and maintain an inventory list for the entire department that can be updated based on lab equipment and supplies available.
2. Additional course offerings in spring, summer, fall (Steve): There are needs for instructors to teach new sections of anatomy, physiology and Bio 3.
3. Exclusions (Steve): These must be done by the Census Date using the Drop Roster feature, but after that the Drop Roster tab should turn into a Supplemental Roster tab that lets you drop students that stop participating.
4. Life Sciences display cases (all): Diane will have Bio 7 students design two of the display cases and help Par with an Anatomy themed case.
5. Next meeting – March 23 @ 9:00