

Los Angeles Mission College – Department of Life Sciences

Meeting Minutes – Friday, May 25, 2018 @ 9:00am (CMS 214)

Present: Stephen Brown (via phone), Par Mohammadian, Diane Livio, Brian Gadd, Amy Heman,
Mehrdad Tajkarimi

FOLLOW-UP (10 min)

1. Biotechnology/Biological Sciences hire (Steve): The committee has met and established a timeline for selecting candidates to interview over the summer.
2. FT Lab tech hire update (Steve): No new updates while we wait for the candidates pool.
3. Communicating lab prep concerns – Canvas shells (all): Faculty that have been assigned to particular labs, so they are tasked with setting up the Canvas shells to use for communications related to the lab.
4. Faculty training for online teaching (Par): Anyone interested in being certified to offer DE courses can still take courses through @ONE.
<https://catalog.onlinenetworkofeducators.org/browse/principles/courses/18spiotl5>
<https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2>

REPORTS (20 min)

1. Curriculum Committee (Mike, Par): Par recommends reviewing the attachments of the Senate emails, as activity from the Curriculum Committee are shared there
2. Academic Senate (Par, Steve): Par recommends reviewing updates sent out and communicate questions to Deborah Paulsen or Par.
3. District Academic Senate (Angela, Steve)
4. Professional Growth Committee (Diane): nothing new to report
5. Faculty Hiring Prioritization Committee (Steve, Par): Par surrendered her position and has been replaced with Carolyn Daly from English. We will submit for an Allied Health Nursing Director and another FT life-sciences related position to help with the workload across the department.
6. Learning Outcomes Assessment Committee (Brian): Brian reports they are working on the wording for the quantitative reasoning ILO. SLO Summit is tentatively set for October 26. SLO assessments are due June 15.
7. Council of Instruction, Chairs & Deans (Steve, Par): The VP has suggested hosting meetings with only the Chairs. Par notes the importance of an agenda noting the objectives of these

meetings to best use the time. Steve recommends having a main focus for each meeting and believes the deans should remain involved, with one representative for the department (chair or vice chair).

NEW BUSINESS (30 min)

1. Printing costs (all): We have overdrawn our spending budget this semester. Steve has emailed to the department recommendations to cut down on costs. Two new all-in-one printers (with scanner and copiers) have been installed so that all labs have a printer which can be used for smaller printing jobs. Par recommends talking to Isabelle Saber about the current discussion to potentially centralize printers.
Steve is going to talk to Danny for a printer to help cover the needs of the department and Professional Growth activities, due to Diane's position on the committee.
2. STEM tutoring (all): Meeting next week with Al Ybarra. ... Steve recommends we rearrange furniture in the Quiet Study Lounge 039 and have signs in the tutoring center to inform more students. Mehrdad notes that students think it's a classroom. Faculty involvement is important to increase communication with the tutors and the student population.
3. AS-T degree in Public Health (all): Kinesiology department looking into an AS-T degree in Public Health, but there is a lot of overlap with the Life Sciences- Health Science program's courses. Par recommends that the degree be offered in our department as it is better suited to the Allied Health program. Steve and Par will be meeting with Kinesiology and Isabelle Saber to discuss this next week.
4. Equipment management (Steve): There was a concern over misplaced thermocyclers, but Amy has located them. Steve emphasizes the importance of having defined storage spaces, inventory for all the labs, and sign-out sheets for equipment. Diane recommends setting days in the summer for establishing inventory, organizing labeled storage spaces, and determining uses for equipment and specimen. Mehrdad and Steve note the need to look into more affordable repair services for the microscopes and other equipment, as well as finding more appropriate storage locations for the microscopes needing repairs. Brian notes that there are work-study students trained to calibrate micropipettors, so he recommends purchasing the supplies needed for this and having them do the calibrations.
5. Non-instructional workload among FT faculty (all): Par and Steve are currently overloaded

with non-instructional work. Par notes the need to form a STEM committee to meet regularly, discussing issues regarding our programs and campus involvement. Department chairs need to commit to having at least one member of each department acting as representative at these meetings.

6. Maintenance, future use of garden (all): Par has emailed ideas for the garden space, and she asks for feedback and suggestions. The ideas include aquaponics, vegetable garden, and natives. Biotech and Culinary Arts students would work with maintaining the garden. Please provide specific suggestions.
7. Other issues that need to be addressed (all): A portable magnetic whiteboard will be purchased using Biotech funds that could be used by faculty in classes, but we will keep it in the Biotech lab space and have a sign-out system for it.
8. Filling out PULSE rubric (Diane): This will be emailed to the department.
9. Next meeting – ?

KEY TOPIC (30 min)

1. Finalizing Program Review (all): Anatomy has been noted to be needing a program assistant, and Par clarifies that more student workers can help with the prep and maintenance of Anatomy labs as well as for other labs. Another concern being noted is the variation in the student retention rates for some courses, include Anatomy, being down in Spring but higher in Fall.
Biology 3 needs to have updated curriculum to establish that the course is a general biology course covering a wide range of fields, now that Biology 5 is established to be focused on human biology for preparing the students going into the health sciences. Steve proposes that we shift the assigned sections to have more Biology 5 sections and less Biology 3 sections. Amy recommends clarifying for the students exactly what is needed for particular pathways for bio-related degrees and careers. Steve notes that it should also make it clear to talk to the STEM counselor. Brian recommends making it clear in the syllabi also. Steve proposes working this summer to develop a single page that clarifies information of career paths and counseling available that all faculty could distribute, e.g. part of the syllabus. Steve is going to note in the program review steps that we are taking to help students with

this career planning.

Steve notes that the program review does not have target numbers for retention rates, though we should have this. Anatomy retention rates are 73-85%, so our target rate will be 85%; success rates are 62-79%, so our target rate will be 75%. Physiology and Microbiology target rates will also be set to these numbers. Biology retention rates are 79-88%, so our target will be 90%; success rates are 59-71%, so our target will be 75%.