

Los Angeles Mission College – Department of Life Sciences  
Meeting Minutes – Thursday, August 27, 2020  
Online via Zoom @ 12:30pm

Present: Stephen Brown, Par Mohammadian, Angela Echeverri, Diane Livio, Brian Gadd, Chander Arora, Richard Mellinger, Aracely Molina, Elham Levy, Jacqueline Lin, Yana Bernatavichute, Fabiola Mora, Neema Nourian

1. DE certification (Steve): By the end of Fall 2020, all instructors need to have completed and passed Intro to Canvas and Intro to Teaching & Learning to be able to teach in 2021.
2. DE addenda (Par): Most courses have a DE addendum; Micro, Biotech, Bio 6 and 7 are still needed. It's recommended to complete them by September 14<sup>th</sup>.
3. Life Sciences Degrees and Certificates (Steve, Par, Aracely, Chander): All instructors are encouraged to promote students to pursue our degrees and certificates offered (AS-T and AS in biology; AS in health sciences; AS in biotechnology and 2 stackable certificates; AS degrees and stackable certificates in allied health, e.g. pharmacy technician, medical billing and coding, CNA and health occupation) – many of the options overlap for students. Instructors are encouraged to have Angela Pan talk with their class and to include information on their syllabus: deadline to file graduation petition for Fall 2020 is November 1<sup>st</sup>.
4. Honors Program (Par): Instructors are encouraged to add a note about this program to their syllabus: <http://www.lamission.edu/Honors/Home.aspx>
5. Lab kits for fall (Steve): Instructors are encouraged to consider if they would want a lab kit for their course in winter or spring and to plan ahead. Bio 3 and Micro 20 will be using lab kits that students will pick up and will be zero cost for students.
6. SLOs, PLOs, fall 2020 assessment calendar (Steve): SLO assessments that weren't completed in spring 2020 need to be completed this fall semester, along with the normally scheduled assessments. Also, it is important to do follow-up assessments when changes are noted as needed.
7. Program Review (Steve): This is due by 5pm Friday, so contact Steve before then with details of what you want included.
8. Plagiarism Policy (Diane): A plagiarism policy has been drafted to replace the page-long Code of Honor and Integrity in the syllabus; it has been included in Steve's department memo for faculty to use.  
Helpful links for TurnItIn, Proctorio, etc. support resources can be found here:  
<https://www.laccd.edu/Departments/InformationTechnology/Pages/Remote-Education.aspx>
9. Campus Access (Steve): Fabiola Mora presented information about requests to come to campus: MTuThFr between 8:30am-1pm, 30min time slots to retrieve items; W available to request for filming labs, potential for M-Fr from 1-4pm. The requests need to come from the faculty LACCD email for approval. To place a request, contact Steve by Wed before the week you wish to go on campus so that he can coordinate with the dean.
10. ADA compliance/accessibility (Steve): Instructors are encouraged to work with the DE coordinators, particularly Karen Crozer and Al Ybarra, for help making their courses ADA compliant and accessible for their students, particularly to meet the needs of any accommodation requirements for enrolled students. Steve provided helpful links in the

department memo.

11. Syllabi (Steve): We will again exchange syllabi to check for accuracy, clarity, necessary sections, etc.; Steve will send out a list of pairings soon.

12. Course updates:

- Anatomy (Rick): Everything is good, but Mastering biology will not be provided by the district for the students.
- Bio 3, Bio 6 (Brian): Bio 3 labs may need some modifications and/or video introductions with the at-home kits.
- Bio 5, Bio 7 (Diane): Majors instructors are still waiting for confirmation about district coverage of SimBio software, and will try to use a free trial version for now. Angela offered to look into the status of the SimBio purchase. Also, the waitlists for Bio 6 and 7 have both filled 20+, but we did not receive approval to add another section at this time.
- Biotech (Chander): Biotech 2 will start in the middle of October and coordinate to meet with students on-campus safely.
- Microbiology (Steve, Angela): Lab kit materials should arrive by next week; most students on the waitlist should be able to be accommodated.
- Physiology (Par, Rick): Same as Anatomy update.
- Allied Health courses (Par, Aracely): Aracely is working to get students certified in preparation for the semester. Instructors will have full PPE and practice distancing to safely teach on-campus.

13. Items from the floor (all): Zoom meeting archive files, e.g. attendees lists, will only be stored for 30days, so remember to download them for your storage. If you wish to keep track of students accessing recordings of Zoom meetings (e.g. if they missed live class meetings), you can have settings to track that. Contact Brian Gadd for how to set that up if you think you will need it.

We discussed the issue about recording class sessions and student privacy. The district policy is that students should not be compelled to show their faces on camera and should have some flexibility provided.

14. Fall department meeting schedule: Fridays at 2:00pm (9/25, 10/23, 11/20, 12/18)