



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday February 20th, 2020 at 1 PM

School of Science Rm. 109

- Welcome All & Introductions
 - Welcome Back
 - New hires
 - Departmental Review/Progress (current back to the past)
- Dean's Report
 - Dr. Tangelia Alfred-Gentles
- Peer Evaluations (Article 19 of Contract)
 - Adjunct faculty shall receive a basic evaluation before the end of their second semester and at least once every six semesters thereafter. Evaluations of all temporary faculty already on seniority list shall commence in the first fall semester that occurs after the effective date of this article. Tenured faculty shall be evaluated every three academic years, alternate between a basic and comprehensive evaluation.
- Summer and fall 2020 Class Schedule Galleys. Meeting next week on 5-year plan. See Attach.
 - SLO assessment for Fall 2019 and Spring 2020
- District Discipline Meeting – Updates
 - Discipline – Representative
 - Biological Sciences – K. Kim
 - Chemistry – P. Toure
 - Health – S. Collins-Heads/ H. Tatum
 - Kinesiology – S. Collins-Heads/ R. Estrada
 - Microbiology – E. Syed
 - ES/ Environmental Sciences – P. Doose
 - Geography – S. Kemble
 - Physics – B. Gamble
 - Dance – S. Collins Heads
- Syllabi and instructor assignment cards
 - Please provide the department secretary with two (2) copies (electronic file preferred) of all your fall semester syllabi and your blue schedule card. Please also remember that meeting minutes, agendas, and syllabi will go to Ben to post on the department website.
- Lab Instructors

- Eye goggles are needed for Anatomy Labs. Also be sure to have students cleanup workstations and maintain equipment in good working order and be extra careful about spills. Be sure all cabinets and doors are locked when class is finished.
- College Committee
 - All full-time faculty are **required** to sign up for a college committee.
- Absent Reporting Policy
 - You must call in to report your absence. You may call Academic Affairs at (323) 241-5284. You must also fill out an Absence Certification Request to be paid. If in doubt, contact your Chair at (323) 241-5296.
- Science Building
 - New sinks installed. Drips fixed. Completion underway.
- Removal of courses from ECD
 - Courses updated, removed and archived.
- ADT's in COSI:
 - Public Health, Kinesiology, Nutrition & Dietetics, Physics, Geography have been approved.
 - Upcoming: Emergency Medical Technician (EMT), Fire Science/Fire Tech, CPAT Center
- OER Items
- Items from the floor
- Future meetings
 - 3rd Thursday of the month at 1 pm in SOS 109.



Department of Natural Sciences, Health, & Kinesiology

February 20th, 2020 (Thursday)
1 PM – School of Science, Room 109

MINUTES

Present members of NSH&K Faculty & Staff:	H. Arrieta, R. Estrada, K. Kim, K. Phan, T. Roberts, J. Saint Paul, G. Skarr, R. Stewart, H. Tatum, R. Villanueva, J. Zuniga Baldenegro,
Guest attendees & speakers:	<u>Speakers:</u> Deborah Farber, Librarian
Date	2-20-20
Time	1 pm
Location	School of Science, room 109
Minutes	Ruben Villanueva

	ACTION	TIME
1. Call to Order: 1:12 pm		
2. Welcome and Introductions: T. Roberts welcomed and thanked everyone for coming to the meeting.	Sign in & Welcome	2 minutes
3. Meeting Items a. New department hires: 1. Montserrat Perez-Paredes, Student Worker		64 minutes

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- b. Student workers are to notify their supervisor, La Tanya Drake, Senior Secretary to Academic Affairs of any issues they encounter with the building as they carry out their work assignments for the department. LaTanya will relay the concerns of the student workers to Dr. Roberts and the department secretary.
 - c. Faculty are reminded to please turn in syllabi and instructor assignment cards on time every term (preferably before the start) to the department secretary.
 - d. Instructors are not to move lab chairs from any other lab to accommodate students that are standing. Each class has 35 chairs and five extra for overflow. It is a fire hazard to have more than 40 students in a room. You must turn away students who are walking in to add the class if you are over capacity.
 - e. For peer evaluations, it is imperative that the evaluator stay for the full class session in order to get the full scope of the instructor's teaching dynamic even during an examination. At the end of the class when the evaluator is filling out the forms and collecting the student evaluations the forms are to be sealed in front of the instructor and returned to the department chair. The envelope will remain sealed and will not be opened until the official evaluation meeting with the instructor.
 - f. Summer gallies are now available for faculty to review. Please make any notations and relay them back to the department secretary and the chair. The department secretary will forward a copy of the summer gallies to the full-time faculty after the meeting.
 - g. The lecture hall is severely underutilized in the school of science building. The room capacity is for 94 student and all science lecture courses should be scheduled in the lecture as much as possible. Otherwise, other classes from other departments will seize our space.
 - h. All fulltime faculty are required to serve on a campus committee. The committee on committees is keeping track of those faculty who are on a committee and will notify those with recommendations who are not on one. Failure to serve on a committee can result in loss of pay for committee work.
 - i. Faculty are to check the enrollment caps for each of their classes to make sure it is correct. Any mistakes are to be reported to the dean and chair for corrections.
 - j. The pre-requisite for Anatomy which is Bio. 3 is not showing up in the schedule. It must be corrected.
 - k. Point of clarification for PLO's & SLO's.
 - l. Program review is coming up. Looking at objectives and strategies to ensure successful completion.
 - m. All program reviews are not equal and re different.
 - n. Guest speaker: Deborah Farber, Librarian
- 1. Deborah will serve as the textbook liaison for the NSH&K dept.
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2. The library is always available for workshops to assist students. Instructors can arrange for guided tours of the library with an emphasis on the highlighting research materials for each particular class.
 3. Library is starting a student club in which students will participate in exciting research projects to get a better perspective on the wide scope of resources.
 4. Online research classes are available for students to sign up. The course are 8 weeks long and offered during both sessions.
- o. OER: Open Educational Resources – presentation by Dr. Syed
 1. OER resources are a part of the public domain and have open licenses for use.
 2. Some criteria required for OER' are adaptability, ease of use, printability, and quality of content.
 3. Important to differentiate between low-cost and no-cost resources.
 4. Dr. Syed is compiling a list of courses in our department that are considered OER.
 5. Faculty suggested giving an incentive to students and faculty who are able to find valuable OER resources.
 6. OER comes in different formats than just textbooks. Other formats include videos, PowerPoints, animations, podcasts, and lecture notes.
 7. OER resources must be compatible to post and link onto CANVAS as that will be the premier conduit for students to access OER resources.
 - p. Faculty and staff are to mindful of anything that seems wrong or out of order with the building and report it on the building user group punch list.
 - q. The sink reinstallation in our labs I complete and faucet drips have been fixed.
 - r. We are getting closer to the system migration from the LACCD ECD database to elumen. As a department we must make sure all of our course are updated and archived and finally successfully removed from ECD and transferred to elumen.
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4. Adjournment:

 **NEXT MEETING DATE: Thursday March 19th 2020 from 1-3pm in SOS-109**

 **Future meetings: Thursday April 16th 2020 from 1-3pm in SOS-109**

Thursday May 21st 2020 from 1-3pm in SOS-109