



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday April 16th, 2020 at 10 am

Zoom conference

- Welcome
- Open Discussion, catch-up with how everyone is doing.
- Questions, concerns, comments
- Adjournment



Department of Natural Sciences, Health, & Kinesiology

April 16th, 2020 (Thursday)
10 am – Zoom conference

MINUTES

Present members of NSH&K Faculty & Staff:	S. Ahmadpanah, H. Arrieta, R. Arroyo, R. Bishop, D. Barker, J. Bowe, G. Dan, R. Estrada, B. Gamble, M. Guevara, S. Huber-Lytal, K. Kim, M. Perez, K. Phan, T. Roberts, E. Syed, H. Tatum, R. Villanueva, P. Watkins, J. Zuniga Baldenegro
Guests:	P. Samaie (Library)
Date	4-16-2020
Time	10 am
Location	Zoom conference
Minutes	Ruben Villanueva

	ACTION	TIME
1. Call to Order: 10:00 am		
2. Welcome and Introduction: T. Roberts welcomed and thanked everyone for joining the meeting. Notified the group that the weekly department meetings would serve as a time for open discussion and check-in to see how everyone is doing.	Sign in & Welcome	2 minutes
3. Discussion Items a. Faculty must make sure to understand the difference between the traditional online courses and the former on-campus courses that will now be taught remotely online. Anticipate the current lockdown situation to extend to spring of next year. (Dr. Roberts) b. All faculty must be certified to teach online using CANVAS. Certification consists of a two-course series. At the moment faculty are covered by an emergency		38 minutes

blanket DE addendum from the state which allows the campus to avoid penalties while everyone gets certified. Eventually the state will ask that all faculty provide their individual certification otherwise teaching assignments will be denied.
(Dr. Roberts)

- c. Try to not to have the entire class time be one long lecture on Zoom. Please be versatile in delegating time for discussions and other class activities. (Dr. Roberts)
- d. It has been reported that some faculty have not checked-in with their class, logged on to their CANVAS accounts, or held any Zoom sessions whatsoever. Advised if anyone knows of a faculty member in this situation to please help them out. (Dr. Roberts)
- e. Continuing the development of a synchronous online lab space for students. Lab techs are researching different lab procedures that are amenable to an online learning environment. (Dr. Roberts)
- f. Call for a general lab format for all faculty within each science discipline to follow. Discovered that some faculty have decided to do whatever labs they want and that must stop. (Dr. Roberts)
- g. With the introduction of OER, (open educational resources) this should make it easier for faculty to follow a universal lab guideline as many textbooks are free online. This also saves students money. (Dr. Roberts)
- h. There will be an AFT union meeting following right after department meeting.
- i. Request for the department student workers to join in on the search for online lab resources so as to gain input from the student perspective on which activities are practical and user-friendly. (Dr. Roberts)
- j. Classes that were originally face-to-face will now be converted to remote learning. (Dr. Roberts)
- k. Heidi Tatum provided a report from the Academic Senate meeting: The senate stressed that all faculty must get certified to teach CANVAS as soon as possible. LASC and the district are offering certification courses in the coming weeks. AFT is negotiating with the district on the faculty flex hours requirement and the protocol for obtaining hours due to the coronavirus lockdown. For faculty developing new courses/ curriculum, any ECD's left in faculty inboxes will be deleted at the end of the month. The only ones that will remain are the ones submitted to curriculum comm. Dr. Roberts recommends sending any unfinished ECD's to him and they will not be deleted. All courses offered need to have their ECD's updated with DE addendums and sent through the curriculum committee so all classes can be certified to be taught on CANVAS. Dept. secretary emailed Heidi's report. Any questions, email Heidi Tatum at tatumhl@lasc.edu
- l. Dr. Roberts noted class schedules for summer and fall will still have face-to-face designations because the campus will lose 12-15% of funds and FTE's if all classes were taught online instead of remotely.
- m. Issue was raised regarding if faculty would be penalized for not meeting course expectations due to the difficulty of some courses transitioning to a remote learning environment. Dr. Roberts advised to email him explaining the difficulties

of teaching some courses online and adjustments can be made for future semesters.

- n. Parisa Samaie, Department Chair of the library was a guest at our department meeting. The following resources are available at the library webpage. The library is offering CANVAS workshops for students. There is an interactive chatroom hosted by the library staff. Citation workshops are being offered for students writing research papers. For faculty, the library is offering workshops on OER resources. Parisa is available to work with faculty on an individual basis to research and locate OER resources.
- o. Dr. Roberts recommends finding websites that are user-friendly for smartphones and when researching OER resources. Find ones that are compatible with different learning platforms other than CANVAS. In the years ahead the district may use a different platform.
- p. Dual enrollment for future semesters: The plan is to continue to have dual enrollment courses but at the moment LACCD and LAUSD are in negotiations over laptops for students. If dual enrollment courses are to continue, our department will assign the instructors rather than academic affairs. Dr. Roberts recommends for those that are currently teaching DE courses to go to their respective high school and ask that they request LASC to have more DE courses.
- q. Authorization was given to DE instructors to communicate with students over the phone if students don't respond to email. (P. Watkins)
- r. Clarification was requested for the protocol of how the faculty is to handle students who have not logged in to their classes since the lockdown. The problem is having the possibility of students claiming they did all the course work but couldn't login to CANVAS. Dr. Roberts recommends for the time being for faculty to reach out to students and notify them that if they do not login to class they are in danger of being dropped.
- s. Question was asked about the LAUSD policy of not failing students and if that policy applies to dual enrollment students and college faculty. Dr. Roberts advised that the policy does not affect college faculty because the DE courses are essentially college courses. However, further clarification is needed on this issue as some of these DE courses are taken for high school credit in order to graduate (i.e. health). In the meantime faculty may have to issue incompletes or pass/no pass.

4. Adjournment:

 **NEXT MEETING DATE: Thursday April 23rd, 2020 from 10:00am to 11:00am – Zoom conference**

☞ **Future meetings** ***Thursday April 30th, 2020 from 10:00am to 11:00am – Zoom conference***