



# **Department of Natural Sciences, Health, & Kinesiology**

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## **Natural Sciences, Health, and Kinesiology Department Meeting Agenda**

Thursday May 14<sup>th</sup>, 2020 at 10 am

Zoom conference

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



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10 am – Zoom conference

## MINUTES

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| <b>Present members of NSH&amp;K Faculty &amp; Staff:</b> | S. Ahmadpanah, B. Alcocer, H. Arrieta, R. Arroyo, R. Bishop, D. Barker, J. Bowe, S. Collins-Heads, G. Dan, R. Estrada, M. Guevara, S. Huber-Lytal, F. Jackson, S. Kemble, K. Kim, M. Perez, K. Phan, R. Resendiz, T. Roberts, J. Saint-Paul, G. Skarr, E. Syed, H. Tatum, J. Vara, R. Villanueva, P. Watkins, J. Zuniga Baldenegro |
| <b>Guests:</b>                                           | T. Alfred (Academic Affairs)                                                                                                                                                                                                                                                                                                       |
| <b>Date</b>                                              | 5-14-2020                                                                                                                                                                                                                                                                                                                          |
| <b>Time</b>                                              | 10 am                                                                                                                                                                                                                                                                                                                              |
| <b>Location</b>                                          | Zoom conference                                                                                                                                                                                                                                                                                                                    |
| <b>Minutes</b>                                           | Ruben Villanueva                                                                                                                                                                                                                                                                                                                   |

|                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>ACTION</b>     | <b>TIME</b>       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| 1. Call to Order: 10:01 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 time for open discussion and to prepare for the end of the semester.                                                                                                                                                                                       | Sign in & Welcome | <b>2 minutes</b>  |
| 3. Discussion Items <ul style="list-style-type: none"> <li>a. Faculty are to submit their exclusion rosters on time to admissions. Dr. Roberts warns of the possibility of many grade challenges due to the lockdown and migration to online learning.</li> <li>b. Ensure that you have a record of participation with students. It can be created from Zoom and CANVAS interactions. Create a participation roster.</li> </ul> |                   | <b>53 minutes</b> |

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- c. Ensure that your grades are accurate. Students may believe their grade on CANVAS is the final grade when that grade is based on part of their assignments and not all assignments completed on other formats.
  - d. There is a strong possibility of a lot of grade challenge petitions, so the more faculty are able to substantiate a given grade the better they are in defending their grades.
  - e. Summer schedule is out and instructors were assigned according to priority/seniority list.
  - f. Dr. Roberts asks faculty to please have empathy for students in these quickly changing circumstances.
  - g. Dr. Alfred was our guest at today's meeting. She wanted to commend the faculty on a job well-done in transitioning to an online environment at short notice. Asked that everyone practice self-care. Natalie Nagthall [nagthall@usc.edu](mailto:nagthall@usc.edu) is requesting for interviews from faculty members for her doctorate dissertation. As part of the graduation celebration, LASC's faculty and staff are strongly encouraged to do a short video message congratulating the graduates on their achievements. Check your email for video link instructions. There is talk of doing two commencement ceremonies in spring 2021 for the spring 2020 graduates but it all depends on the extent of the pandemic. Students can still elect to do an emergency drop and pass/no pass option with admissions up to the day before the end of the semester. They do not need anyone's permission to do so. An emergency drop will affect a student on financial aid as dropping will result in an overpayment. In regards to pass/no pass, it has been determined that only CSU's will accept pass/no pass and not UC's. Lastly Dr. Alfred wanted to commend Dr. Roberts on his tenure as department chair for NSH&K. This is his last meeting as department chair.
  - h. Dr. Roberts reiterated the importance for faculty to submit their DE addendums as soon as possible for any class they want to teach online. The temporary emergency blanket DE addendum was issued upon the agreement that all classes would eventually have a DE addendum submitted to the curriculum committee.
  - i. There is a new version of the DE addendum form that is the only version that will be accepted moving forward. It will be emailed out to the faculty.
  - j. It is important to be very specific as possible in terms of what you are doing to make the class compatible for an online learning environment.
  - k. All faculty must ensure that they are DE certified as part of the process of submitting a DE addendum. The goal is to have everyone certified by the start of fall otherwise those who are not certified run the risk of losing their teaching assignments. There will be more certification courses available during the summer.
  - l. Kinesiology courses fall under the emergency DE addendum.
  - m. DE addendums that have already been submitted do not need to be submitted again. The deadline to submit addendums is Tuesday May 26<sup>th</sup>.
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- n. Each addendum is vetted and checked by the department chair and other approving parties. It is important to include in the message of the addendum that “this is an addendum added to ABCD, addendum added at the end, new addendum added”. While updating the addendum, Dr. Roberts recommends updating the textbook if need be so that it is good for another two years. Any questions, contact dept. chair.
  - o. While ECD is still active, it is advised that faculty check the database to see if any DE Addendums that have already been submitted are present and accounted for.
  - p. For those that are doing program reviews, please share your progress with Dr. Roberts as soon as possible.
  - q. The department chair elections will be next week, Thursday May 21<sup>st</sup>. Those that are eligible to vote, full-time faculty and the adjunct faculty representative will be emailed election Zoom meeting information.
  - r. With the transition to teaching remotely online, there is the concern that there may be students trying to enroll in more than one class at the same time. More clarification is needed to see how this problem can be solved.
  - s. Heidi Tatum delivered a report from the Academic Senate meeting. Dr. Roberts was commended for the approval of the EMT program. Applications are being accepted for students to sign up as student ambassadors for the guided pathways program. The AFT president indicated that faculty will not be getting raises or hazardous pay at this time. Faculty can now pay for their union dues for the new fiscal year. There’s a link to do so on the school website under the faculty/staff section. Academic Senate is encouraging all faculty to take the OER courses offered through the library so as to increase the number OER classes.
  - t. The campus bookstore will be offering a book rental service called “red shelf” where students can rent books for a two week period. At the end of the period the student is offered to buy the book or return it. The bookstore is closed to in-person interaction and will operate on an online basis.
  - u. The library is asking faculty to check to make sure the library has the eBook for your courses and to let them know of any updated eBooks you would like to use.
  - v. On the syllabus and on CANVAS faculty are to be very specific in their instructions regarding the usage of required textbooks to do assignments. It has been reported that without explicitly outlining the need to use the required materials, students will use just any source which can make it difficult on the instructor.
  - w. The HRA card for faculty is in jeopardy of being cut due to budgetary restrictions. It is advised that faculty try to use their cards before it is possibly taken away.
  - x. More dates are scheduled for the DE certification. Here are the dates for the new sessions: June 1 - June 26, 2020; June 15 - July 10, 2020; June 29 - July 24, 2020; July 13 - August 7, 2020; July 27 - August 21, 2020; August 3 - August 28, 2020.
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- y. To sign up, go to <https://mycollege.laccd.edu> Click on "Vision Resource Center" Once you are in the Vision Resource Center, click on "Calendar" Go to the date of the training you are interested in and click the title of the class. Click "Request" to enroll. If you are having any issues using the Vision Resource Center, please see this LACCD VRC User Guide
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4. Adjournment:

☞ **NEXT MEETING DATE: Thursday May 28<sup>th</sup>, 2020 from 10:00am to 11:00am – Zoom conference**  
*(Final meeting of the semester)*

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