



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday, September 13th, 2018 at 11:30 AM

Academic Village conference room 101-E

- Welcome and Introductions
- Dean's Report
 - Welcome back and much success
- 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.
 - 4th year evaluations: 1ST Meeting
 - Tatum, H.
 - Estrada, R.
 - Gamble, B.
- LASC Academic Senate Representative
 - Report/ Update
- District Discipline Meeting – Updates
- Syllabi and Green Cards

- Please provide Mr. Villanueva, Ruben 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 site.
- Lab Instructors
 - Please ensure that labs are correctly arranged after class. Please provide the lecture instructor (instructor of record) with the final attendance **roster, quiz scores, practicum scores and final raw numbers for the semester's lab.**
- 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 also must fill out an Absence Certification Request to be paid. If in doubt, contact your Chair at (323) 241-5296.
- Program Review Initiators
 - 1.
 - 2.
 - 3.
- Archival/ Removal of courses from ECD
 - Suggestions per/ discipline
- SLO's/ Program Review – **WE NEED TO ALL COMPLETE.** We have 0% complete as a department.
 - SLO Assessment for Fall 2018 (update):

Courses	Person Responsible
Biology 6 Biology 3 Biology 5	
Biology 20	
Chemistry 51, 211	
Geography 1	
Anatomy 1	
Biology 285, Physiology 285	

- **Items from the Floor:**
 - ***-elumen training and completion of SLO's***
 - **Discipline updates**
- **Other/ Items from the floor**
- Adjournment and words of appreciation



Department of Natural Sciences, Health, & Kinesiology

September 13th, 2018 (Thursday)

11:30 am – 12:30 pm – Academic Village conference room 101-E

MINUTES

Present members of NSH&K Faculty & Staff:	H. Arrieta, S. Collins-Heads, R. Estrada, F. Jackson, C. Mulski-Willoughby, T. Roberts, E. Syed, R. Villanueva
Guest attendees & speakers:	<i>Speaker:</i> Dr. Tangelia Alfred, Dean of Natural Sciences, Health, and Kinesiology
Date	9-13-2018
Time	11:30 am – 12:30 pm
Location	Academic Village conference room 101-E
Minutes	Ruben Villanueva


	ACTION	TIME
1. Call to Order: 11:45 am		
2. Welcome and Introductions: T. Roberts welcomed and thanked everyone for coming to the meeting.	Sign in & Welcome	2 minutes
3. Meeting Items <ul style="list-style-type: none"> a. Important- No one can be forced into doing something unless directly told by the dean or department chair. b. More clarification is requested on the campus and state's policy on recording instructors during lecture. It is believed that only an instructor's permission is needed but the instructor must notify the Dean. The policy could change if the student has a 		40 minutes

documented disability from the DSPS office. If the instructor does not agree to be recorded, the DSPS office can arrange for a note-taker.

- c. Skip agenda items to address Program Review, ECD, & SLO's
 - d. Kinesiology ADT, Environmental Science, and Public Health degrees have been approved by the state board.
 - e. The Public Health Degree can be made into an accelerated program with 8 week classes that can branch out in other programs in related fields (i.e. Health Sciences, Biology, and Physiology, Pre-Med). The department offers most of the courses for students to get a strong foundation for Public Health.
 - f. Waiting for the approval of Personal Training certificate, Dance Degree, Geography, Agriculture, Food and Nutrition.
 - g. Looking to create an EMT program in partnership with LAHC & Harbor UCLA Hospital.
 - h. Health 12 and Kinesiology 101 are essentially the same class which teaches First Aid & CPR. Depending on either the Kinesiology or Public Health Degree, the First Aid and CPR required course required will be aligned with the discipline's degree.
 - i. Looking at Transfer Model Curriculum for Kinesiology.
 - j. Dr. Syed suggested a 100% online Bio. 3 available to special populations of students (i.e. prison, military overseas). However the district is opposed to online science courses.
 - k. Guest Speaker: Dr. Alfred, Dean. New funding model to commence fall 2019 that is based on degree and certificate completion rates and student retention. Point system will be created tied the amount of funding a campus received. ADT degrees awarded are worth the most, followed by AA's, and certificates.
 - l. New college president Dr. Seher Awan will be asking for appointments to meet with the faculty and staff. She will have an open-door policy for people to voice their comments, questions, and concerns.
 - m. All colleges in the district are experiencing low enrollment.
 - n. LASC has a \$10 million dollar budget deficit.
 - o. To try to maintain financial efficiency, classes need about 20 students to avoid cancellation.
 - p. Faculty with full-time loads can have classes with 10 or so students.
 - q. Our classes have a high number of hours required for lectures and labs and this creates a problem for classes that have to be cut due to the reduction of instructional hours. Dr. Alfred is fighting for more instructional hours.
 - r. Getting students to agree to sign-up for classes ahead of time by using petitions, we may be able to add more classes.
-

-
- s. Strategy of expanding enrollment of high demand classes to balance out the ones that are low-enrolled.
 - t. With adjunct faculty, they cost \$5500 a class. With lower enrolled classes, we can't afford it feeds the deficit.
 - u. The new key of this funding model it to maintain a high number of students for the entire semester who graduate from our campus.
 - v. Faculty can initiate the narrative for new curriculum and programs without the department chairs agreeance. However, there is a form from the curriculum committee that the department must fill out as a whole agreeing to the new program.
 - w. If any instructor notices that their class capacity numbers are incorrectly, please notify Dr. Roberts and/or Dr. Alfred to have them corrected.
 - x. The department is working to create an adaptive PE program. CTE dept. may have some funds to help adaptive PE get started.
 - y. All faculty are responsible for doing their SLO's for their own classes. The information for SLO's can be found on ECD.
 - z. Department budget is at \$200. PPIS/Lottery funding is running out.
 - aa. Determining program review initiators:
 - 1. Dr. Syed – Bio. 3 and Micro.
 - 2. Dr. Roberts – Physiology
 - 3. Dr. Doose & Dr. Gamble – Physics & Physical Science
 - 4. Mr. Kemble – Geography
 - 5. Dr. Toure – Chemistry
 - 6. Mr. Stewart – Anatomy
 - 7. Ms. Collins-Heads – Dance
 - 8. Mr. Estrada – Kinesiology
 - 9. Ms. Tatum and Dr. Saint Paul – Health
 - 10. **If anyone needs assistance, Dr. Roberts is available.
-

4. Adjournment:

 **NEXT MEETING DATE: Tuesday, December 4th, 2018 from 11:30 am – 12:30 pm**
AV conference room 101-E

 **Future meetings TBA**