



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday April 2nd, 2020 at 9 am

Zoom conference

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



Department of Natural Sciences, Health, & Kinesiology

April 2nd, 2020 (Thursday)
9 am – Zoom conference

MINUTES

Present members of NSH&K Faculty & Staff:	H. Arrieta, R. Arroyo, D. Barker, J. Bowe, S. Collins-Heads, G. Dan, R. Estrada, M. Guevara, F. Jackson, S. Kemble, C. Mulski-Willoughby, K. Phan, M. Quintero, T. Roberts, J. Saint Paul, R. Stewart, E. Syed, H. Tatum, J. Vara, R. Villanueva, D. Zhang, J. Zuniga Baldenegro
Guests:	L. Drake (Academic Affairs)
Date	4-2-2020
Time	9 am
Location	Zoom conference
Minutes	Ruben Villanueva

	ACTION	TIME
1. Call to Order: 9:03 am		
2. Welcome and Introduction: T. Roberts welcomed and thanked everyone for joining in on the first Zoom department meeting. Notified the group that the weekly department meetings would serve as a time for open discussion to ask questions and check-in to see how everyone is doing in addition to going over departmental updates.	Sign in & Welcome	3 minutes
3. Discussion Items <ul style="list-style-type: none"> a. Using Zoom for the department meetings and how to use the different features/commands/functions. (Dr. Roberts) b. In these unprecedented times, faculty must do their best for the success of the students. (Dr. Roberts) 		55 minutes

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- c. A pass/no pass option as well as an emergency drop is in the works for students. (Dr. Roberts)
 - d. If needed, faculty may need to allow for extra Zoom time with students in going through the adjustment process of remote learning. (Dr. Roberts)
 - e. Cengage and Pearson publishers provided access codes for faculty and students to access online textbook materials. Contact department secretary and/or chair for the codes.(Dr. Roberts)
 - f. Dr. Syed has created a lab template and tutorial using the Labster program for online lab experiments. (Dr. Roberts)
 - g. Reminder for all faculty to check their email for academic senate updates (R. Stewart)
 - h. Some instructors reported issues with students not reporting and logging in to CANVAS as they may be having trouble with the platform.
 - i. Dr. Roberts suggested to have daily zoom sessions with students and give them guidance on using CANVAS. Give students some leeway in reporting especially during this transitional stage. Department secretary can contact students that are not logging to class via email and phone.
 - j. No evaluations are due at this time (Dr. Roberts)
 - k. NSH&K tutorial site in the works for lab techs, PE attendants. (Dr. Roberts)
 - l. Issue with contacting high school students in dual enrollment courses. Getting in contact with campus dual enrollment coordinator for assistance. (H. Tatum)
 - m. Pearson has exams that faculty can use and export to CANVAS. Able to use exams to make up quizzes. (Dr. Roberts)
 - n. Summer 2020 class schedule is coming out soon. summer will be online only. Due to ongoing developments with “stay at home orders” fall may also be online. Small possibility of returning to campus classes during the 2nd 8 weeks. (Dr. Roberts)
 - o. LACCD is applying for DE (distance ed.) addendums for summer and fall. (R. Stewart)
 - p. Strong possibility “stay at home” orders could last until December. (Dr. Saint-Paul)
 - q. Issue raised regarding recording Zoom class sessions with high school students and dual-enrollment classes. In an MOU with LAUSD any high school student cannot be recorded and an instructor cannot be alone with a high school student on Zoom. No exceptions, even if a high school student is taking a traditional college class with adult students. Also MOU includes students from charter schools and other neighboring school districts (i.e. Inglewood). Faculty can pre-record lectures with voiceovers and post them out to students and use Zoom to clarify and go over any questions about a certain topic. More clarification is being sought after with campus admin on this issue. It is hard for faculty to tell how a student is enrolled.
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- r. Another issue raised is the possible difficulty in abiding by the final schedule at the end of the semester. Students with jobs classified as “essential workers” expressed difficulty in meeting online during the scheduled class time due to changing work schedules. Suggestions include posting exams with an extended date range that must be completed in one sitting. Giving out quizzes with multiple attempts to get students acclimated to remote learning.
 - s. Suggested the faculty use ProctorU program to prevent cheating. (Dr. Roberts)
 - t. Regardless of the option to record Zoom sessions, the software will still record the chat room and the video sessions. (L. Drake)
 - u. Other teaching resources: TED Ed to record and post videos of lectures. Quizlet to create and post quizzes. (Dr. Roberts)
 - v. Department elections are coming up. Not known exactly how faculty will vote. Adjunct representative elections are going on now. Check email for ballots or call AFT office. (Dr. Roberts)
 - w. Zoom allows the option to save any recordings either in cloud storage or directly onto your computer. Until the matter is resolved with the high school students and Zoom, don't record yet.
 - x. If you have students make recordings to submit assignments/ presentations have the student send the recording to the instructor directly. Use MarcoPolo App to do so, for example. Students can do presentations in front of the class using Zoom or CANVAS conference rooms.

4. Adjournment:

☞ *NEXT MEETING DATE: Thursday April 9th, 2020 from 9:00am to 10:00am – Zoom conference*

☞ **Future meetings** *Thursday April 16th, 2020 from 10:00am to 11:00am – Zoom conference*
 Thursday April 23rd, 2020 from 10:00am to 11:00am – Zoom conference
 Thursday April 30th, 2020 from 10:00am to 11:00am – Zoom conference