



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday April 30th, 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 30th, 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, S. Collins-Heads, G. Dan, R. Estrada, M. Guevara, S. Huber-Lytal, F. Jackson, S. Kemble, K. Kim, M. Perez, K. Phan, T. Roberts, J. Saint-Paul, G. Skarr, E. Syed, H. Tatum, J. Vara, R. Villanueva, P. Watkins, J. Zuniga Baldenegro
Guests:	L. Drake (Academic Affairs)
Date	4-30-2020
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, share departmental updates, and check-in to see how everyone is doing.	Sign in & Welcome	4 minutes
3. Discussion Items <ul style="list-style-type: none"> a. Steve Kemble will be teaching some of DE certification courses. Registration is going on now. Contact Jessica Drawbond at drawbojn@lasc.edu for more information. This serves as a reminder to all faculty to get DE certified as soon as possible. The goal is to have everyone certified by the start of the fall semester. Dr. Roberts and Dr. Saint Paul stress the need to have the certification because we cannot rely on the blanket addendum for the time being and hope we return to 		45 minutes

campus as normal in the fall. Having a certification will help to ensure faculty are selected for teaching assignments and that going fourth to other schools, having the certification increases job prospects. DE certification can be done at any of the other colleges in the district. Courses begin May 11th.

- b. In coming up with more ways to keep up with student engagement, Zoom has a groups feature that is outside of the private chat box. Dr. Roberts suggests having students meet in the groups room to answer discussion questions that the instructor posts during the lecture. Toggling between discussion and lecture helps to diversify class time.
 - c. Zoom team made videos to teach about its features to users:
https://www.youtube.com/playlist?list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe
 - d. Use phone as a document camera, Zoom YouTube channel:
<https://www.youtube.com/watch?v=QQsgDjllAk&feature=youtu.be>
 - e. Dr. Saint Paul announced the technology survey will be available soon. It will be sent to the department chairs for distribution.
 - f. The summer schedule is now posted online. Some instructor changes were made due to the new seniority/priority list that was recently released. More changes are expected to come as the allocation model of teaching hours adjusts and the fact that summer will be taught remotely online.
 - g. LASC's department chairs will be meeting to negotiate the FTES allocation model and the funding needed to provide classes.
 - h. Due to the negotiation of teaching hours it is possible that shortages can occur which may result in cancelled classes. Which can lead to instructors that are higher on the seniority to exercise their bumping rights. This can occur up to the day the summer session starts.
 - i. Class schedules are setup in time blocks according to what the student demand is at and then instructors are appropriately assigned. An instructor's class schedule from a previous term can affect what they are offered in the future and refusals to teach can also affect what is offered to an instructor in the future. The department chair cannot call instructors and ask if they are available, rather the chair must reference previous class schedules of the faculty to make a determination of who can teach what class.
 - j. Due to the upcoming department chair elections, the NSH&K department will not be meeting next week. The next meeting will take place one week before the department chair elections.
 - k. Dr. Alfred and the AFT President, Dr. Lee will be hosting the election via a Zoom meeting. Dr. Roberts asks that all faculty review the faculty contract regarding department chair elections.
 - l. At this time, the fall semester looks to be like it will carry on as remote online instruction with the possibility of a return during the second 8 weeks in a limited capacity.
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- m. Dr. Roberts reviewed asynchronous and synchronous classes. The synchronous class means at the same time as the class meets together having a synchronous conversation. Most Zoom meetings face to virtual face are synchronous. When a student goes back and reviews a recorded zoom meeting or pre-recorded lecture that's asynchronous, not at the same time. With a hybrid or remote online class, you may or may not have synchronous or asynchronous time. However, if you do have synchronous time for remote teaching. It has to be doing the times printed in the class schedule. For example, if your class is offered, Monday, Tuesday, Wednesday, Thursday from 9 to 11. You don't have to meet every day from 9 to 11 on zoom. But if you want to meet synchronously, which Dr. Roberts highly recommends you have to set up that meeting between those times. It can be 10 to 11, 9 to 10, 9:30 to 10 and instructors can make attendance mandatory and count it for points. But this must be clearly outlined in the syllabus and adhered to. Instructors cannot switch up the format mid-term.
 - n. Due to the changing circumstances of the COVID-19 lockdown different versions of the fall schedule are being devised depending on the amount of restrictions lifted from the "safer at home" order.
 - o. Dr. Roberts references the department agreement made three years ago to have faculty get DE certified as a measure to bring more OER resources to students and for the department to go paperless. A component of that measure requires importing OER resources on CANVAS.
 - p. Also it's important to note for faculty to create their own teaching content to post on CANVAS and save it because the learning platforms change and resources that were once free may not be free any longer.
 - q. Dr. Syed mentioned the use of online test proctoring services to use during exams and quizzes. Programs such as "ProctorU" and "Proctorio" have many customization options for the instructors to use to limit the use of prohibited materials during an exam. It is recommended that you check to see if your exam and/or quiz will work depending on the internet browser you use.
 - r. The point was raised regarding the DE training courses that the classes are too large and fast-paced. Those that are not used to the online environment are having trouble keeping up because the course is taught in a manner assuming everyone is well-versed in technological jargon. It was suggested that there be smaller classes and maybe classes that are geared toward those that have never taught online before.
 - s. In regards to proctoring services, it was mentioned that the classified staff of the NSH&K dept. would be recruited to assist in proctoring exams for Dean Laura Perez and the Continuing Education and Non-Credit Department. This opportunity could also serve the NSH&K department faculty in that the staff can be of assistance in proctoring exams and quizzes.
 - t. A question regarding the deadlines for exclusion rosters was brought up. According to admissions and records the PeopleSoft system did not take in to account the change of spring break dates and the migration to online learning.
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The dates remain the same. Dr. Saint Paul will follow-up with the admissions and records office to notify faculty about exclusion rosters in case there are any questions and or changes.

- u. If any faculty member finds icons missing to submit grades or access the exclusion roster, etc. Contact Maria Cortez cortezme@lasc.edu of Academic Affairs for assistance.
- v. Students can request for an emergency drop or a pass/no pass grade through admissions without the instructor's permission up until the end of the semester. It is up to the instructors' discretion with how they want to handle students that have not logged-in to their class for a while and return before the end of the semester. Dr. Roberts encourages empathy for the students. It is encouraged that instructors reach out to students that have not "shown" up to class with an early alert letting them know that failure to attend class will result in them getting dropped from the class.

4. Adjournment:

☞ *NEXT MEETING DATE: Thursday May 14th, 2020 from 10:00am to 11:00am – Zoom conference*

☞ Future meetings *Thursday May 28th, 2020 from 10:00am to 11:00am – Zoom conference*