



# Department of Natural Sciences, Health, & Kinesiology

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

Thursday April 9th, 2020 at 9 am

Zoom conference

1. Co-worker from our Information Technology Department tested positive for COVID-19.
  - a. The staff member has passed.
2. Campus shut down immediately until next Monday, April 13 - essential only
  - a. There will be limited access when reopened to 1 hour. A mask must be worn at all times
  - b. Canvas and Zoom trainings, faculty update
  - c. Which classes cannot be taught remotely/online?
3. Department Ideas
  - a. Creative ideas to best utilize time and effort at home
  - b. Tips for “working-at-home” that have been useful/beneficial
  - c. Solutions from technical support received
4. Department Chair Elections: 05.14.2020, 0900h (9am)
5. Comments/suggestions
- 6, Adjournment



# Department of Natural Sciences, Health, & Kinesiology

**April 9<sup>th</sup>, 2020 (Thursday)**  
9 am – Zoom conference

## MINUTES

<b>Present members of NSH&amp;K Faculty &amp; Staff:</b>	S. Ahmadpanah, H. Arrieta, R. Arroyo, D. Barker, J. Bowe, G. Dan, M. Guevara, S. Huber-Lytal, S. Kemble, K. Kim, K. Phan, T. Roberts, J. Saint Paul, R. Stewart, E. Syed, R. Villanueva, P. Watkins, J. Zuniga Baldenegro
<b>Guests:</b>	L. Drake (Academic Affairs)
<b>Date</b>	4-9-2020
<b>Time</b>	9 am
<b>Location</b>	Zoom conference
<b>Minutes</b>	Ruben Villanueva

	<b>ACTION</b>	<b>TIME</b>
1. Call to Order: 9:02 am		
2. Welcome and Introduction: T. Roberts welcomed and thanked everyone for joining in the department meeting via Zoom. Asked that everyone review the meeting agenda sent via email.	Sign in & Welcome	<b>1 minute</b>
3. Discussion Items <ul style="list-style-type: none"> <li>a. Dept. secretary will send meeting agendas approximately 5-10 minutes before the meeting along with a final meeting reminder with the zoom meeting i.d. number. (Dr. Roberts)</li> <li>b. Reported by LACCD Chancellor, Dr. Rodriguez that an LACCD staff member has passed away due to complications of the Coronavirus (COVID-19). At this time, the name of the individual has not been released out of respect for their family. (Dr. Roberts)</li> </ul>		<b>39 minutes</b>

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- c. A faculty member of the English Dept. at LASC reported experiencing symptoms of the Coronavirus (COVID-19). (Dr. Roberts)
  - d. LASC campus will be closed off to all except for essential staff until April 13<sup>th</sup>. (Dr. Roberts)
  - e. Those who wish to go onto campus for whatever reason must notify the campus Sheriff's department beforehand. Facial masks are required and there is a 1 hour time limit to be on campus. Any area that you visit must be cleaned and sanitized before leaving. (Dr. Roberts)
  - f. Online training courses for Zoom and CANVAS are going on now. If you haven't done so, take the training course for both platforms. Contact Jessica Drawbond, DE Coordinator for more information. [drawbojn@lasc.edu](mailto:drawbojn@lasc.edu)
  - g. Robert Stewart will email information to faculty about Zoom training sessions hosted by the State Senate. There will be opportunities to talk and discuss with faculty from other colleges across the state on how to effectively teach in an online environment, especially for the science labs.
  - h. In regards to teaching science labs, it is very difficult to lecture without the proper materials and supplies on hand to demonstrate course concepts. Using videos from other sources is not enough as it does not always abide by exactly what the instructor wants to demonstrate. Suggested that some faculty can film lecture/lab videos on campus once the campus shutdown ends April 13<sup>th</sup>. (Dr. Syed)
  - i. Given the modality of the current situation, faculty have to research other creative ways to teach students. One suggestion is providing voiceovers for PowerPoint presentations so the instructor can explain and demonstrate concepts to the way they want to students to learn. (R. Stewart)
  - j. Dr. Roberts sent out an email to the faculty regarding the LACCD CIO calling for their input as to which classes they feel are not feasible to teach remotely or online. Depending on how long the pandemic and the "stay at home" orders last the department may not be able to offer some classes.
  - k. The fall 2020 class schedule will be released towards the end of May.
  - l. The NSH&K staff is available to help faculty. Lab techs can serve as tutors in an online lab that is under development. The goal of the online lab is to have different staff members available throughout the day who students can talk to with their questions. (Dr. Roberts)
  - m. Faculty teaching assignments for summer have gone out. They are based on the faculty seniority and priority lists. There are 40 lists in total for our department. 8 disciplines with 5 lists each. They are available online for review at the Academic Affairs website. Email the department chair if there any questions. (Dr. Roberts)  
[https://portal.lasc.edu/president/acadaffairs/layouts/15/mobile/mblwpa.aspx?Url=%2fpresident%2facadaffairs%2fdefault.aspx&Source=%2fpresident%2facadaffairs%2f\\_layouts%2f15%2fstart.aspx&wdFCCState=1](https://portal.lasc.edu/president/acadaffairs/layouts/15/mobile/mblwpa.aspx?Url=%2fpresident%2facadaffairs%2fdefault.aspx&Source=%2fpresident%2facadaffairs%2f_layouts%2f15%2fstart.aspx&wdFCCState=1)
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- n. Everyone is encouraged to share their best tips on how to efficiently utilize time at home and how to work at home. Input on solutions for dealing with technical issues and getting support are welcomed. (Dr. Roberts)
  - o. There's some difficulty in getting in contact with some textbook publishers for technical support on the online teaching resources. One suggestion is faculty sharing access accounts to the online teaching resources for each discipline. (Dr. Roberts and R. Stewart)
  - p. Dr. Roberts requests that all faculty to please help each other out in dealing with any technical issues etc. Suggests having one-on-one Zoom sessions.
  - q. Department chair elections will be coming up on Thursday May 14<sup>th</sup> at 9 am. The faculty union is working on setting up the election logistics. Please review the contract agreement for specifics on the election process and requirements. (Dr. Roberts)
  - r. Issue regarding Labster program, some students don't have enough bandwidth to use the program and it's not working for them. Suggested that we limit the use of labs on Labster and combine labs with other online programs so as to have a variety. (S. Huber-Lytal)
  - s. Other suggestions include using Pearson mastering atmosphere, which has a good Anatomy practice lab. Faculty can also recommend to students with bandwidth difficulties to apply for the district's laptop scholarship program and the free Wi-Fi. (R. Stewart)
  - t. In dealing with Zoom buffering issues, one suggestion is to hold meetings after peak work times around 11 am. (Dr. Roberts)
  - u. Issue raised in embedding different lab resources, and grading practices into CANVAS. Some lab resources allow for self-grading, automatic grading, depending on the level access to a program. One suggestion is posting the lab rubric on CANVAS so students can see what is expected of the assignment. Another suggestion is having students link their lab assignment URL to CANVAS so the instructor can review. Use TED Ed. for assignments, Pronto to contact students.
  - v. Dr. Roberts emphasizes that the entire class time should not be one long Zoom session but a time to answer questions and talk with students. The hourly class requirement should be focused on the time you are available for student interaction rather than how much class time is spent lecturing on Zoom.
  - w. Also faculty must be mindful of the troubling circumstances students may be experiencing during this pandemic. Please be accommodating.
  - x. Tips on effectively working at home include keeping your workspace mobile and change your environment. Emphasis on taking a break and compartmentalizing between work and home. (L. Drake)
  - y. Importance of stress management and using diet and exercise to regulate the effects of stress. Motivating your students by using uplifting quotes and sending messages of support can increase student participation. (D. Barker)
  - z. Adobe Premier Rush and Adobe Premier Pro are available on Adobe Creative Cloud. These are software programs for editing video and adding text. (G. Dan)
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4. Adjournment:

☞ **NEXT MEETING DATE: Thursday April 16<sup>th</sup>, 2020 from 10:00am to 11:00am – Zoom conference**

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