



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda

Thursday October 19th, 2017 at 1:15 pm

Academic Village conference room 101-E

- Welcome and Introductions
- Role of the Natural Sciences, Engineering, Health, and Kinesiology Department
 - *Increase class enrollment limits (45/55-online)*. Supporting lower enrolled growth and majors' classes.
 - Seek information on current career opportunities in the natural sciences and the skills needed for possible certificates and employment.
 - Explore avenues and opportunities for increasing student success in the natural sciences.
 - **Departmental Advertisement and Campus Retention Efforts (Mr. Ben D.)**. *Increase awareness across the disciplines on STEM opportunities.*
- Report on Natural Sciences course progress.
 - **Day of Reflection & Dialogue**
- Discussion Items
 - Department Hiring (Engineering and Kinesiology)
 - Other Items?
- Wrap-Up
- Adjournment and words of appreciation



Department of Natural Sciences, Health, & Kinesiology

October 19th, 2017 (Thursday)

1:15 pm – Academic Village conference room 101-E

MINUTES

Present members of NSH&K Faculty & Staff:	S. Ahmadpanah, R. Estrada, F. Jackson, S. Kemble, K. Kim, T. Roberts, G. Skarr, E. Syed, P. Toure, R. Villanueva
Guest attendees & speakers:	<u>Attendee:</u> L. Drake (Academic Affairs), <u>Speaker:</u> B. Demers (Public Info. Officer)
Date	10-19-2017
Time	1:15 pm
Location	Academic Village conference room 101-E
Minutes	Ruben Villanueva

	ACTION	TIME
1. Call to Order: 1:17 pm		
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. Guest speaker: Ben Demers, Public Information Officer Offered ideas and suggestions to grow awareness of the department and its course and program offerings. He is able to reach out to students via mass text messages, emails, and social media posts. Mr. Demers noted the media boards around campus including the digital marquee are underutilized. Suggesting using graphic design software “CANVA” to create enticing course flyers and advertisements that can be posted 		50 minutes

on the digital marquee and the media boards on campus. Also TV monitors in Lakin gym are underutilized as well. We can contact IT to move the screens to a better location. More research is needed on how to customize social media posts to attract students. Any new submissions for flyers and advertisements to post on campus must be vetted by the department administration first and approved by the VP of Student Services' office. Once approval is granted it is suggested that faculty walk around campus to the different student service locations (i.e. library, counseling, etc.) to leave flyers at these locations. Also send a copy to Mr. Demers to advertise electronically.

- b. The department can use program promotional forms located in the faculty/staff section of the school website as a template for flyers and advertisements.
 - c. To expose students to the different course offerings with Kinesiology, some instructors have their students switch classes with another instructor for a day so students can experience the variety of KIN courses.
 - d. Kinesiology programs are being cut throughout the district. As a way to strengthen LASC's KIN program it was suggested to offer adaptive PE. Dr. Roberts requested interested faculty to research vendors and cost estimates for adaptive PE equipment and supplies.
 - e. To help increase enrollment: communicate with students on the career options available with each of our science courses and programs.
 - f. Department secretary can update department website and reach out to students already in our department courses and programs to get input on how to better advertise our department. Incorporating games and activities onto the department website may entice students to keep coming back.
 - g. Include pictures of each faculty member along with a bio, link to their email, and the courses each person teaches to increase visibility and familiarity with the department.
 - h. Suggested to use press releases to target prospective students in the surrounding communities and high schools.
 - i. Asked of all faculty and staff to please refrain from using the copy machine for large print and copy jobs. Campus reprographics is available for mass copies. Also, if anyone is using the copy machine to please be courteous and replenish the paper supply in the machine.
 - j. In regards to online courses, more clarification is needed on the how online instructors are to record their interaction with students during the semester. One suggestion is through the use of discussion questions in which the instructor will respond and engage with students through participation and moderation of discussions. Faculty request for a universal protocol for online discussion questions for both online and hybrid classes in response to recording interaction with students. Some instructors have setup their own guidelines. An option is to use screenshots to record class instruction.
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- k. Faculty can talk with Jessica Drawbond, DE Coordinator about ideas for discussion question parameters and tips for recording faculty communication with students.
- l. As a measure to increase student enrollment it was suggested of increasing the number of hybrid courses as online classes continually prove to be a popular option among students who work. However, with some of our science courses and their demanding lab schedules some courses maybe easier than others to offer as a hybrid.
- m. The faculty seniority/priority list dictates that allocation of online and hybrid classes to the adjunct faculty. Full-time faculty are given the first opportunity to be given a class.
- n. It is important and beneficial that all instructors be CANVAS certified. There is a greater push to offer more teaching and learning resources online in CANVAS which supplements the classroom learning experience. Instructors are encouraged to seek low or no cost open educational resources (OER) to use on CANVAS to counter the high cost of books and supplies.
- o. It is time for the department to start program reviews.

4. **Day of Dialogue-** Each instructor was asked for their input to the questions provided on the “Day of Dialogue and Reflection Action Plan” sheet provided by the campus SLO Committee. The questions were as follows:

1. Analyze the impact of this course of students and the change in students from before and after taking the course. What evidence do you have that your students are learning?
2. How did student outcomes in this section compare to previous sections of this course or other courses you have taught? Did you enact any changes or improvements to your instruction or to the course material that could account for this change? Could any other factor explain a change in results?
3. What new ideas will you implement to improve student success in this course? If none, please explain why you wouldn’t implement any new ideas for this course.


Responses included:

- a. Helping students cut costs with books and supplies. Offering little to no cost learning materials online through CANVAS has helped maintain student retention.
- b. Encouraging students not to plagiarize on discussion questions and other assignments by using plagiarism checking software.
- c. Ensuring the department has an adequate supply of instructional materials for the different science and health labs.
- d. Letting students know of the possible immediate career and job opportunities available by successfully completing courses in our department (i.e. student worker positions)

15 minutes

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- e. Advertising that students can complete their prerequisites using the courses in our department for a variety of advanced career programs such as nursing and pharmacology.
 - f. Making all class resources and publications all on one location using CANVAS. Can help to save paper by having everything stored and accessed electronically and helps with organization.
 - g. Creating online lab manuals that each discipline can use together that students can easily access and print out.
 - h. CANVAS allows for course publication so it is easy to see what other free resources that are available that are being used by other schools.
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5. Adjournment:

 *NEXT MEETING DATE: Monday, November 27th, 2017 from 2-3 pm - AV conference room 101-E*

 Future meetings **TBA**