



# Department of Natural Sciences, Health, & Kinesiology

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

Monday, November 18<sup>th</sup>, 2019 at 1 PM

School of Science Rm. 105 Sciences Lecture Hall

- Welcome & Introductions
  - New hires
- Department Chair's Report
- Dean's Report
- Committee Reports
- Departmental Presentation
  - The DNA of Social Capital. Dr. Keith Nathaniel, UCCE. 10.22.20/1p/#105/ CSKH
- Guest's Presentations
  - Stephanie Burrus, Professional Growth Coordinator
  - Parisa Samaie, Librarian
- Future Departmental Presentations:
  - Your Soil and You: What's on your F/V's
  - CBD Tincture Research, History, Present, and Future
  - Other ideas
- Winter, Spring (online now) & Summer 2020 Galleys
- Textbooks for Summer/Fall 2020
  - Changes
- Full-Time, Probationary, Faculty, Positions for Fall 2019
  - Chemistry Approved (#3 FHPL)
- Fall 2019 Personnel Evaluations
  - Full-Time Faculty
    - **Name:** **Reviewer:**
  - Adjunct Faculty
    - **Name:** **Reviewer:**
- Classified Staff
  - Name: Reviewer:

- SLO Assessment Reminder
  - Natural Sciences
  - Health
  - Kinesiology
  - Other
- Annual Program Review Updates – Fall 2020
  - Analysis and Documentation of Dialogue of Course SLO's
  - Geography and Environmental Science (need results from Adjuncts/Doose/Chair)
  - Possible alternate SLO's "Given a hypothetical situation, students will analyze a hypothesis by creating an experiment to test the validity of the hypothesis. Additionally, students will evaluate their experimental design by providing justification". We need to gradually provide students with assignments from Bloom's Taxonomy (lower to higher cognitive levels) that relate to this SLO. For example, we need to all agree on the steps of the scientific method (e.g., observation/describe problem, form hypothesis, test hypothesis (experimental design), data analysis, and conclusion). Then students can "list" these important steps as a beginning.
- Lab Safety Procedures and Protocols
- Strategic Planning for Natural Sciences
- Collaboration with Nursing Department & Student Success Center
  - (Contextualized Learning and Directed Learning Activities)
- As a result of our department meetings, we discussed that we should focus on the following teaching strategies to strengthen student success: 1. Develop & Implement a Student Survey (assess student needs) - an outcome would be to provide student success tips. 2. Encourage Group Activities (problem solving, pairing of students, etc.) See addendum.
- Next meeting: December 9<sup>th</sup> (Monday from 1-2:30 pm)



# Department of Natural Sciences, Health, & Kinesiology

**November 18th, 2019 (Monday)**  
 1 PM – School of Science, Lecture Hall Room 105

## MINUTES

<b>Present members of NSH&amp;K Faculty &amp; Staff:</b>	H. Arrieta, S. Collins-Heads, G. Dan, P. Doose, R. Estrada, S. Kemble, K. Phan, T. Roberts, J. Saint Paul, Z. Sedki, R. Villanueva, J. Zuniga Baldenegro
<b>Guest attendees &amp; speakers:</b>	<i>Speakers:</i> Parisa Samaie, Department Chair of Library and Stephanie Burrus, Professional Growth Coordinator
<b>Date</b>	11-18-2019
<b>Time</b>	1 pm
<b>Location</b>	School of Science, room 105
<b>Minutes</b>	Ruben Villanueva

	<b>ACTION</b>	<b>TIME</b>
1. Call to Order: 10:02 am		
2. Welcome and Introductions: T. Roberts welcomed and thanked everyone for coming to the meeting.	Sign in & Welcome	<b>2 minutes</b>
3. Meeting Items <ul style="list-style-type: none"> <li>1. Welcome of new hires to the NSH&amp;K Dept.               <ul style="list-style-type: none"> <li>1. Gordon Dan, Life Sciences Lab Technician</li> <li>2. Rachel Bishop, Student Worker</li> </ul> </li> <li>2. Department Chair Report</li> </ul>		<b>72 minutes</b>

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1. Grades and exclusion rosters must be turned in on time because students need their grades to transfer or complete a pre-requisite to move on to the next class.
  2. Dean's report echoes the same sentiments as the Chair's report.
  3. Committee Reports
    1. All full-time faculty are required to join a committee and report back on the committee's findings and/or progress to the department.
    2. Dr. Jessica Saint-Paul will be reporting on guided pathways and will align our department's goals to the ideals of guided pathways.
  4. Guest Speaker: Stephanie Burrus, Professional Growth Coordinator
    1. Presentation on vision resource center that this the new district hub for all the professional growth and personal development opportunities that faculty can use to fulfill their flex-hours requirement.
    2. It is the cornerstone program that will allow faculty to track their flex-time online and sign up for a wealth of upcoming activities.
    3. The former method of tracking flex hours through paper forms is now obsolete. The vision resource center will now be the only way to track and submit flex hours.
    4. Stephanie is available for any questions, comments, and concerns in navigating this online transition into tracking flex-time.
    5. Faculty can submit conference reports and write-ups on what they learned as proof of attendance.
    6. The vision resource center is linked to the PeopleSoft account and there is a link in the main menu to access it.
    7. Events are organized by a master calendar that can be customizable for the type professional development growth a person is seeking. Signing up for an event is also done through the calendar.
    8. Any trainings/workshops/conferences/etc. that faculty attended that are not on the calendar can recommend these events for others to attend.
    9. On June 30<sup>th</sup>, a final report will be created showing everyone's total flex hours for the year.
  5. Faculty are to review and take note of the proposed course schedules and notify Dr. Roberts of any requests for changes.
  6. Guest speaker, Parisa Samaie, Library Department Chair
    1. Library is providing presentations on Open Educational Resources which offers free online textbooks and other course material to students.
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2. There is an effort to have a significant number of classes on campus that will have the distinct designation of being an "OER" class. It will be noted on SIS and the class schedule.
  3. The class schedule can roll over fall to fall and spring to spring.
  4. In searching for OER resources, Parisa warns to be very careful about the resource's definition of "free" as some resources are free for a limited time.
  5. OER resources will be linked to the CANVAS course shell for each class so students can easy access to what is available.
  6. Library databases can be linked to CANVAS and also can be accessed off campus by student's using their PeopleSoft login credentials.
  7. Dr. Syed will compose a list of all classes in our department that will utilize OER resources and share it with Parisa.
7. Departmental Presentations: Earlier this semester there was a very successful seminar given by our department called "The DNA of Social Capital". It was presented by Dr. Keith Nathaniel. Dr. Roberts would like to start a lecture series every semester hosted by our department that brings experts from all around the science and health professions to put into a real perspective of some the concepts taught in our classes. If anyone has any ideas, please refer to them to Dr. Roberts.
  8. Any changes to the textbooks required that the faculty would like to make should notify the department secretary and the chair as those changed will be forwarded to the bookstore.
  9. The department is approved to hire another Chemistry instructor. Once the hiring freeze is lifted for classified positions we may be able to hire more lab technicians, PE attendants, and lifeguards.
  10. Personnel evaluations for faculty and classified staff will continue this semester. Please refer to your union contract for specifics on the evaluation process and the type of evaluation you are to receive during this time.
  11. SLO's assessment reminder. All course SLO's are to be updated and accurate. SLO's on syllabi must mirror those on ECD's to maintain consistency.
  12. Annual Program Review Updates- those faculty that are assigned to do program reviews for your respective disciplines must provide periodic updates to the department chair in a timely manner.
  13. Lab Safety Procedures and Protocols- For the lab courses, please make sure you have updated standardized lab safety protocols in your syllabi.
  14. Strategic planning for Natural Sciences. The goal for the strategic planning of the NSH&K department is to revise the direction and focus of the department to be student centered. This view will strengthen our enrollment figures and increase
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student retention coupled with the new degrees and programs we offer we will be successful at achieving high values with the new campus funding model which will ensure our growth as a department.

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4. Adjournment:

☞ *NEXT MEETING DATE: Monday, December 9<sup>th</sup>, 2019 from 1-2:30 pm – SOS 109*

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☞ ***Future meetings: TBA***