



Department of Natural Sciences, Health, & Kinesiology

Natural Sciences, Health, and Kinesiology Department Meeting Agenda (Opening Day)

Thursday, August 27th, 2020 at 11:10 am

Zoom

- Welcome
- New Department Chair, Kang Kim
- Collection of Syllabi, Instructor Assignment cards
- Exclusion roster and Census dates
 - Monday September 14th
- Special guest: Norma Drepaul, Library
- NSH&K Resource Lab: Ideas and Input
- Textbook requisitions
- NSH&K dept. website: location for dept. meeting minutes and syllabi
- Future dept. meeting dates for the fall (see below)
- Student Recruitment video
- Reminder for faculty to be DE certified and complete committee work.
- Other topics and/or concerns
- Adjournment

Department meeting dates for Natural Sciences, Health, & Kinesiology – Fall 2020 (tentative schedule)

Thursday, August 27th 11:10 am – 12:10 pm (Flex Day)

Friday, September 18th 11:30 am - 12:30 pm

Friday, October 16th 11:30 am – 12:30 pm

Friday, November 20th 11:30 am – 12:30 pm

Friday, December 11th 11:30 am – 12:30 pm

***Note: All meetings will take place via Zoom.**



Department of Natural Sciences, Health, & Kinesiology

August 27th, 2020 (Thursday)
11:10 am – Zoom conference

MINUTES

Present members of NSH&K Faculty & Staff:	S. Ahmadpanah, H. Arrieta, R. Arroyo, D. Barker, J. Bowe, S. Collins-Heads, R. Estrada, M. Guevara, S. Kemble, K. Kim, C. Mulski-Willoughby, A. Patel, K. Phan, T. Roberts, K. Rodriguez, J. Saint-Paul, G. Skarr, R. Stewart, E. Syed, H. Tatum, P. Toure, J. Vara, R. Villanueva, D. Zhang, J. Zuniga Baldenegro
Guests:	Norma Drepaul, Librarian and Department Liaison for NSH&K
Date	8-27-20
Time	11:10 am
Location	Zoom conference
Minutes	Ruben Villanueva

	ACTION	TIME
1. Call to Order: 11:18 am		
2. Welcome and Introduction: Mr. Kim welcomed everyone for joining in on the first department meeting of the new semester during Opening Day. Mr. Kim asked Dr. Roberts, former department chair, to say a few words opening the meeting and remark on the transition of tenure.	Sign in & Welcome	4 minutes
3. Discussion Items <ul style="list-style-type: none"> a. Mr. Kim thanked Dr. Roberts for his diligent work as department chair during his six year tenure. Dr. Roberts has served the department with zeal, bringing new courses and programs to the Natural Sciences, Health, and Kinesiology department. He oversaw the development and migration to the new School of 		70 minutes

Science building in 2019. Dr. Roberts is commended for his strong advocacy for the faculty in making sure our dept. is allotted a fair amount of instructional hours.

- b. Dr. Roberts is excited about his transition to primarily teaching courses and is ready to support the department in any way he can.
- c. As the new department chair, Mr. Kim will be ready and able to serve full-time and adjunct faculty and follow in Dr. Roberts's footsteps in being an advocate for our department.
- d. It is requested that instructors turn in their syllabi and instructor assignment cards to the department secretary no later than the third week of the semester. The department secretary will be emailing a faculty resource packet that will include the instructor assignment card.
- e. Faculty must be aware of the census date for the fall semester which is Monday 9/14/2020. Please be ready to turn in the exclusion rosters via the faculty portal on PeopleSoft. It is important these exclusion rosters be turned in on-time because it affects the campus budget. Faculty are asked to send a copy of their exclusion rosters to the department chair and secretary.
- f. The department secretary will send out reminders to the faculty about turning in exclusion rosters.
- g. Issues arose last semester where exclusion rosters were submitted late in the semester resulting in instructors turning in their rosters on paper forms to admissions and records. The department secretary can distribute the paper form if requested.
- h. Software requested by the science faculty to conduct lab work online was ordered. If anyone else needs additional software or want to make a new request, please let Mr. Kim and/or the department secretary know. This software can be shared with all the science faculty and there are additional funding resources available to procure more if desired.
- i. Academic senate president, Robert Stewart recommended setting up discipline support groups within the department. Faculty can get together and exchange ideas as well as support each other in this online teaching environment.
- j. The discipline groups will function as a way to formulate streamlined universal teaching strategies and resources for best practices to add support to the students and to help those faculty that might feel left out. The fulltime faculty can spearhead each group with respect to their field of expertise (i.e. Dr. Syed for Microbiology, Robert Estrada for Kinesiology, etc.).
- k. In regards to textbook requisitions, it is the right of the faculty to choose the textbook for their course and if they desire to do so, submit a textbook requisition with the bookstore for each term. Otherwise the department secretary can submit the textbook requisition for the faculty. Mr. Kim recommends having the department secretary complete the textbook requisitions so that it is unidirectional. Please inform the department secretary of any textbook changes. If anyone needs access

to the requisitions site to submit their own requests, please contact Ronald Tatum, Bookstore Manager at tatumre@lasc.edu

- I. Dr. Jessica Saint-Paul informed the department of the STEM academic pathways that will incorporate many of the department's many majors. Health, Human Services, Public Health, and Nursing will have their own pathway. Students will be using these pathways to hone in on the career prospects on their chosen field of study under the STEM umbrella. More information about the STEM academic pathways and others will be presented in the breakout sessions. Link to Opening Day breakout sessions:
<https://sites.google.com/view/lasc2020openingdays/breakout-sessions>
- m. The department secretary showcased the Natural Sciences, Health, and Kinesiology Resource Lab via CANVAS. The goal of this space is to create an online resource center of information for students in our courses. Students can view videos, read articles, and find other resources to supplement their learning experience. Students can also meet with our department's lab technicians and P.E. attendants for help in their respective disciplines. It is requested of the department faculty and staff to please send any suggestions or ideas of improving the resource lab to the department secretary.
- n. Over the summer, a student recruitment video was made in a collaborative effort with the NSH&K, Math, and Nursing staff. The video will be emailed to the faculty and it is requested that it be shown to students on the first week of class.
- o. The department meeting schedule for the fall semester is available on our department website. Per suggestion of Robert Stewart, the meeting schedule will also be uploaded onto the campus committee calendar.
- p. Department meeting minutes are also posted on our department website.
<https://www.lasc.edu/programs/divisions/Math-Science-Health-Kinesiology-Nursing/Science-Health-Kinesiology/index>
- q. In regards to discussing any matters with the department chair, Mr. Kim is requesting that all discussions take place via phone. Emails will then be sent by Mr. Kim memorializing and validating the items discussed.
- r. Heidi Tatum spoke on the concerning issue of low enrollment and the high number of class cancellations within Health and Kinesiology. Stronger focus needs to be placed on the advertisement of classes, degree programs, and disciplines. The Health and Kinesiology faculty request a meeting with the department chair, dean, and college administration to brainstorm strategies to increase enrollment and outreach to students. Mr. Kim noted that other campuses are having the same enrollment issues in their Health and Kinesiology courses.
- s. Clarification was asked regarding our campus policy on having weekly discussion threads for DE courses. It was noted that other campuses in neighboring districts do not require weekly discussion threads.

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- t. One faculty member pointed out that weekly discussions although seem like busywork are the best way for instructors to check-in on student participation. Other ideas include having the course more project-based and having the students answer questions and get input from their peers on their experience so far in completing the class projects.
 - u. It was noted from the DE training that participation in a DE class can be measured by: students reading course announcements, participation in a threaded discussion forum, participation in an open ended discussion forum, private messages to individuals or groups, opportunities for Q & A in chatrooms, email contact, participation in group collaborative projects, teacher response to student work, use of regular podcasts, voice-embedded messages, or synchronous virtual meetings on CCC confer.
 - v. It is up to the faculty in choosing the best way to measure and record student participation. The overall goal is to maximize the time faculty spend communicating with their students and the students communicating with each other.
 - w. The general campus policy is that for each course week there is to be at least one discussion per week. Faculty should respond to at least 25% of the student responses within the due date of the weekly discussion assignment.
 - x. Dr. Travis Dubry (dubryta@lasc.edu), Gail Amos (amosge@lasc.edu), and Brandy Robinson (robinsb@lasc.edu) are the new campus DE coordinators. Further clarification can be reached through them on the matter of measuring and recording class participation.
 - y. The DE coordinators provided a checklist for all instructors to make sure their courses abide by DE standards. The checklist will be distributed to the faculty by the department secretary.
 - z. Syllabi must include an explanation of the student drop policy in which students can be dropped from the class for missing mandatory assignments or failing to respond or participate in class activities for 2-3 days. Faculty have the right to drop students if they haven't participated on CANVAS for more than 10 days.
 - aa. Reminder: All faculty must be DE certified ASAP. Currently the state chancellor's office issued an "emergency blanket" allowing faculty to teach DE courses until December. At any time past December, the state can withdraw the blanket making faculty responsible for being DE certified.
 - bb. There are two certification courses required for the DE certificate. The courses are free and take 4 weeks a piece to complete. Flex credit can be earned from these classes after July 1st 2020. Certification is good for five years. There are additional supplementary courses available to take outside of those required.
 - cc. Without DE certification, faculty will not be allowed to teach as long as we are in a remote environment. The department chair will be contacting those who have yet to be certified.
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<ul style="list-style-type: none"> dd. Reminder: All full-time faculty must serve on a campus governance committee. Adjunct faculty can receive flex credit for serving on a committee and full-time faculty who serve more time than what is required on multiple committees can receive flex credit as well. The accreditation committee and the shared governance committee needs members. Instructors that do not have a current teaching assignment can still serve on a committee and still earn flex credit but cannot vote. ee. Clarification was asked on remote vs. fully online courses. The matter has to with whether or not a course has a DE addendum attached to it. Ultimately all courses should have a DE addendum and be taught by a DE certified instructor. ff. The department chair will notify faculty who have been bumped from a class due to course cuts and the impact of the seniority list. It is recommended that all faculty review the “bumping” procedure in the AFT contract. gg. It was asked if those faculty that were bumped could maybe come back if another class is available. It is possible however those high on the seniority must have their instructional hourly load satisfied first and if there are any courses left those faculty that were bumped could be offered a class. hh. It is suggested that the department brainstorm new courses that will be conducive to a remote learning environment thereby having a better chance that all faculty will be able to get a class without having to be bumped. ii. Everyone is asked to join in on the festivities of Employee Recognition Day, today at 3pm. Please check your email for Zoom meeting information. jj. Finally, don’t forget to attend the Opening Day breakout sessions tomorrow for flex credit. Link https://sites.google.com/view/lasc2020openingdays/breakout-sessions 	
<p>4. Special Guest: Norma Drepaul, Librarian and Department Liasion for NSH&K drepauna@lasc.edu</p> <ul style="list-style-type: none"> a. The LASC OER liaison can assist faculty with OER request. Faculty interested in exploring OER should contact Parisa Samaie (samaiep@lasc.edu) or directly email LASC-OER@LASC.EDU for inquiries. b. Students have access to video chat with a librarian 24 hours a day, 7 days a week. c. The FAQ section has visual guides on how to use the many research databases. d. Under the faculty tab, instructors can view the link for requesting library services, of which include having a librarian giving a guided tour of the library website to the class. In this tour, the librarian will highlight the available resources based on the course subject. Library Instruction Request Form (https://goo.gl/forms/YC4F2nld8IUMRfg92) e. Faculty can recommend titles for purchase. However, we are not able to accept donations for physical items at this time because the building is closed. Donating electronic resources to the library has certain technical challenges, but we will be glad to consider them. 	<p>10 minutes</p>

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- f. The library is building an e-book collection centered on diversity, equality, and social justice. This is not yet available. At this time we are soliciting suggestions for titles to add to this collection. Faculty can make their recommendations by filling out this form: [Diversity, Equity, and Social Justice](https://docs.google.com/forms/d/e/1FAIpQLSdnNeW05JsRetLGhMgbw87n5sK4CSmiS28MDEXRIKMqwk19mg/viewform) (<https://docs.google.com/forms/d/e/1FAIpQLSdnNeW05JsRetLGhMgbw87n5sK4CSmiS28MDEXRIKMqwk19mg/viewform>)
- g. Library offers PrepStrep which is a resource database offering a variety of tests, tutorials, and e-books that cover a wealth of topics such as college success skills to basic math and computer skills. Students are required to create an account to use this service. See link: [PrepStep](https://libguides.lasc.edu/prepstep) (<https://libguides.lasc.edu/prepstep>) and our guide on [How do I use PrepSTEP?](https://lasc.libanswers.com/faq/282196) (<https://lasc.libanswers.com/faq/282196>)
- h. Film on Demand and Kanopy are film streaming services which can be incorporated into CANVAS. Faculty and students will need to create an account to use this service. See links:
1. [Films on Demand](https://libguides.lasc.edu/fod) (<https://libguides.lasc.edu/fod>)
 2. [Kanopy](https://libguides.lasc.edu/kanopy) (<https://libguides.lasc.edu/kanopy>)
- i. OER contact: LASC-OER@LASC.EDU
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5. Adjournment: 12:44 PM

☞ *NEXT MEETING DATE:* Friday, September 18th 11:30 am - 12:30 pm via Zoom

• ***Future Dates:***

- ***Friday, October 16th 11:30 am – 12:30 pm via Zoom***
 - ***Friday, November 20th 11:30 am – 12:30 pm via Zoom***
 - ***Friday, December 11th 11:30 am – 12:30 pm via Zoom***
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