



# Department of Natural Sciences, Health, & Kinesiology

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

Thursday, March 1<sup>st</sup>. 2018 at 1:30 PM

Academic Village conference room 101-E

- Welcome and Introductions
- Old Business
  - Exclusion rosters
  - Turning in Syllabi
- New Business and Discussion Items
  - Adaptive PE
  - DSPS accommodations
  - New Funding Model
  - Guest speaker: Deborah Farber, Librarian
- Course flyers and other advertisements
- Adjournment and words of appreciation



# Department of Natural Sciences, Health, & Kinesiology

**March 1<sup>st</sup>, 2018 (Thursday)**

1:30 pm – Academic Village conference room 101-E

## MINUTES

<b>Present members of NSH&amp;K Faculty &amp; Staff:</b>	H. Arrieta, D. Barker, S. Collins-Heads, P. Doose, R. Estrada, S. Huber-Lytal, S. Kemble, K. Kim, C. Mulski-Willoughby, K. Phan, T. Roberts, G. Skarr, E. Syed, H. Tatum, P. Toure, R. Villanueva,
<b>Guest attendees &amp; speakers:</b>	<u>Attendee:</u> Dr. Tangelia Alfred, Dean of Natural Sciences, Health, and Kinesiology <u>Speaker:</u> Deborah Farber, Librarian
<b>Date</b>	3-1-2018
<b>Time</b>	1:30 pm
<b>Location</b>	Academic Village conference room 101-E
<b>Minutes</b>	Ruben Villanueva

	<b>ACTION</b>	<b>TIME</b>
1. Call to Order: 1:34 pm		
2. Welcome and Introductions: T. Roberts welcomed and thanked everyone for coming to the meeting.	Sign in & Welcome	<b>1 minute</b>
3. Old Business <ul style="list-style-type: none"> <li>a. Faculty are to submit their exclusion rosters as soon as possible. Asked to please exclude any student who has not showed up to any class of the sessions. Those that have showed up at least once or intended to by making prior contact with the instructor do not need to be excluded.</li> </ul>		<b>5 minutes</b>

<p>b. Syllabi need to be turned into the department secretary no later than the second week of the semester. Syllabi can be submitted electronically via email or in-person with a hard copy.</p>	
<p>4. New business &amp; discussion items</p> <ul style="list-style-type: none"> <li>a. In collaboration with DSPS (office of Disabled Students Programs and Services) the Kinesiology department will begin the process of creating an adaptive PE program for the college.</li> <li>b. Instructors are not required to figure out special accommodations for students requiring specific needs to help them learn. Students must visit DSPS office to obtain official documentation requesting for special accommodations.</li> <li>c. Classes with low enrollment will continue to be cut from the schedule. A class must have at least 30 or more students to avoid cancellation.</li> <li>d. Campus administration asks that the department only offer high-enrolling classes that have a history of high attendance and continue to abide by the 30 student threshold to curtail financial inefficiency.</li> <li>e. Classes that have at least 25 students three weeks prior to the start the semester or intercession may be spared from cuts.</li> <li>f. Labs and science courses have a little leverage with the enrollment requirements given the fact that the science classes are in temporary bungalows.</li> <li>g. In looking at the FTES for 2014-2016, the campus administration sees that about 15 classes from our department are overscheduled.</li> <li>h. May have to divide the FTES numbers to bring in classes from other departments.</li> <li>i. Dr. Alfred is advocating to have the drop dates pushed back. Ben Demers will publish the drop dates on the all of the college's social media accounts.</li> <li>j. The campus is looking to hire a new dual-enrollment coordinator to create new dual enrollment courses offered by our campus to the local high schools.</li> <li>k. <u>Guest speaker: Deborah Farber, Librarian</u> <ul style="list-style-type: none"> <li>1. There are a number of new resources for students in the natural sciences library guide.</li> <li>2. The library will offer internet research classes to help students effectively and efficiently gather information for research papers and project. It was suggested to coordinate the course with the sciences.</li> <li>3. Instructors are welcome to bring their students to the library for a class session. The librarian can provide an in-depth tour of the library and focus on locating research material specific to the class.</li> </ul> </li> <li>l. The state will be creating a new funding allocation model that is based on student completion rates of certificates and degrees rather than attendance numbers.</li> </ul>	<p><b>62 minutes</b></p>

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- m. As a measure to boost enrollment numbers, it was suggested that the PACE program should be brought back to LASC as it did have strong enrollment in the past.
  - n. Posting department course offering signage in heavy student traffic areas such as the student services building and library.
  - o. Faculty suggested emailing students from previous semesters on input for creating interesting and inviting flyers for classes.
  - p. Faculty can email any course flyers or other promotional material to the department secretary to have it posted on campus.
  - q. Reminders: Campus copy procedure, reprographics must be used for large copy quantities. Use of the department copy machine for large print jobs is restricted. Faculty are to submit their office hours each semester to the secretary. Requests for classroom and office keys can be made with the secretary.
  - r. ECD (electronic curriculum database) outline of records must be updated every 2 years.
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5. Adjournment:

☞ ***NEXT MEETING DATE: Thursday, May 10<sup>th</sup>, 2018 from 12-1 pm - AV conference room 101-E***

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☞ ***Future meetings      TBA***