

# Math Department Meeting Minutes

## May 19, 2020

### Los Angeles Southwest College

<b>Meeting attended by:</b>	<i>E. Hector; Z. Dammena; G. Tadele; G. Ramos; I. Gromova; D. Elias; D. Dammena; M. Martirossian; L. Saakian; G. Astatke; V. Hovhannisyanyan; S. Larios-Ramirez</i>	
<b>Absent from meeting:</b>		
<b>Guest(s):</b>	<i>Dr. T. Alfred; Dr. S. Lee;</i>	
<b>Date:</b>	<i>Tuesday May 19, 2020</i>	
<b>Time:</b>	<i>11:00 am</i>	
<b>Location:</b>	<i>Zoom: <a href="https://laccd.zoom.us/j/95173325835">https://laccd.zoom.us/j/95173325835</a></i>	
<b>Minutes submitted by:</b>	<i>S. Larios-Ramirez</i>	
<b>Agenda Topics</b>		<b>Duration/People Responsible/ Deadline</b>
<b>Call to Order at 11:00am</b> <b>Agenda:</b> 1. Department Chair Elections. 2. Course Completion: preparing for final exams. 3. Comments / concerns.		<b>Duration: Approx. 1 min</b>
<b>Topic # 1: Department Chair Elections.</b> <i>Dr. S. Lee proceeded to launch the department chair elections by taking attendance of all those voting members present. Then she proceeded to sending to all the present voting members a link to where they can vote. After several minor complications, all 9 full-time voting instructors plus 1 adjunct voting representative were able to submit their election votes. As members voted, those who had to go to class left the meeting. Once Dr. S. Lee received all votes, she went ahead and announced that Dr. Lernik Saakian will continue to be the Math Department Chair for the next term of 2021-2023. After connections issues, Dr. Saakian was able to give a speech thanking the department's support on his re-election.</i>		<b>Duration: Approx. 25 min</b>
<b>Topic # 2: Course Completion; preparing for final exams.</b> <i>There are no departmental finals this semester. Mr. Z. Dammena has found himself working more without breaks remotely than when he was on campus. There are some disadvantages because there is no face-to-face interaction. Dr. Alfred recommends instructors to recommend their students to their office hours and to the virtual math lab for support so that instructors keep to their schedule and don't feel overworked. Ms. Hovhannisyanyan also emphasizes on the virtual math lab and to the instructors to remind their students in every class; there is always someone available to help and can alleviate the instructor's load.</i>		<b>Duration: Approx. 5 min</b>
<b>Topic # 3: Comments/Concerns.</b> <i>Extra teaching time-Mr. Martirossian asked if there was a week missed of school, are the instructors allowed to add more days of instructions. Dr. Alfred said no; we cannot</i>		<b>Duration: Approx. 40 mins.</b>

ask the students to meet outside of the scheduled time. The instructors can add assignments, do outside of class assignments and test, but cannot have them meet outside of the scheduled time.

**Canvas Certification-** Dr. Saakian said that several instructors are taking the CANVAS certification training and is advising to whoever has not done it to do it. Dr. Alfred supported saying that the Department of Education is requiring all instructors to be CANVAS certified. Dr. Saakian advised Ms. Elias to look for Ms. Jessica Drawbond's email about the trainings.

**Campus re-opening-**Dr. Alfred says that there are conversations about phasing classes on campus but the colleges are probably going to be the last to open, we don't have the amount of classes to social-distance 6 ft. apart. Until it very safe to go back, we won't go back on campus. There is testing and tracing required to have for everyone on campus, so the school is not capable to upkeep those services.

**Class prerequisites and enrollment-** Mr. Z. Dammerna thinks there are prerequisites still on the system because there wasn't much students enrolled. Dr. Alfred says that the prerequisite has been taken off. Dr. Saakian says that the enrollment has been open for about a couple of days so we are expecting more enrollment.

Dr. Saakian notices that Mr. D. Dammerna's class has the lowest student enrollment. He wonders why because it is not the first time.

Dr. Alfred thinks it might be the time of the class but his class is in the morning she says it is unusual and will check on restrictions and such. Dr. Saakian thinks it is some kind of intervention because every other class enrollment has tripled over days except his.

**May Revise:** DOE cut the community colleges a big amount of money and LACCD along was cut \$80 million dollars and it will have an effect on how many classes we can offer. Even though the demand might be there, with less funding we might still have to limit the amount of classes we offer. If there is more demand, the school will fight for more classes.

**Class Size-**Dr. Saakian has a concern about legislation passing a law where online classes have to increase the maximum amount of students in class. For example, if the maximum now is 35, it will be doubled. Dr. Alfred says she has not heard about that and that she knows that the instructor's contract specifies a limit to their classes so until that contract is changed, it cannot be over written in terms of class size. This applies to online courses too. Dr. Saakian petitions Dr. Alfred to please monitor the classes under her department because he has noticed that his class size has been increased to 70. This will affect the next instructor teaching the same class and classes will be cancelled. Dr. Alfred will check it out because she has not heard conversations on that.

**Reminders-**Dr. Alfred said this month is Mental Health Awareness and invites everyone to take care of himself or herself.

Safir reminded everyone about attending the President's Employee Town Hall meeting.

Dr. Alfred reminded everyone to do a congratulatory video for commencement, for students, under 30 seconds. Only 3 people who submit them and the school would like to get a least 100 of them.

**Meeting adjourned at 12:10 P.M.**

**Next meeting will be held on:  
Tuesday September 15, 2020 (tentative)**