



# Department of Natural Sciences, Health, & Kinesiology

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

Thursday, February 21<sup>st</sup>, 2019 at 10:30 AM

Academic Village conference room 101-E

- Welcome and Introductions
- Special guest: Deborah Farber, Librarian
- Special guest: Damien Danielly, Student Services Specialist
- Reminder to turn in: Syllabi, Instructor Assignment Cards
- Equipment and Supplies: any request must first go through Dr. Roberts
- Adjournment and words of appreciation



# Department of Natural Sciences, Health, & Kinesiology

**February 21<sup>st</sup>, 2019 (Thursday)**  
10:30 AM – Academic Village conference room 101-E

## MINUTES

<b>Present members of NSH&amp;K Faculty &amp; Staff:</b>	P. Doose, K. Kim, A. Patel, K. Phan, T. Roberts, R. Stewart, E. Syed, R. Villanueva
<b>Guest attendees &amp; speakers:</b>	<u>Speakers:</u> Damien Danielly, Student Services Specialist and Deborah Farber, Librarian
<b>Date</b>	2-21-2019
<b>Time</b>	10:30 am
<b>Location</b>	Academic Village conference room 101-E
<b>Minutes</b>	Ruben Villanueva

	<b>ACTION</b>	<b>TIME</b>
1. Call to Order: 10:35 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>a. <u>Guest Speaker:</u> Deborah Farber, Librarian               <ul style="list-style-type: none"> <li>1. Presented the latest information on resources and services the library offers specifically to our department such as a sciences library research guide.</li> <li>2. Library staff is available to give guided tours to classes highlighting the research materials available to the specific class discipline.</li> </ul> </li> </ul>		<b>61 minutes</b>

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3. The library webpage is always updated with the latest in subject specific library resource guides (i.e. Anatomy page has new features from Gale Interactive Anatomy).
  4. Library is working on setting up a possible flex credit opportunity for the adjunct faculty to learn the latest literature guides in the sciences, health and kinesiology fields.
  5. Faculty are encouraged to send their input on recommendations for books the library can purchase to have available for students.
  6. The library's policy on reserve and stacks is that books are kept either in reserve or stacks until a new edition of the book arrives or an instructor requests the book back.
- b. Guest Speaker: Damien Danielly, Student Services Specialist
1. There will be many offerings for opportunities regarding job and career outreach.
  2. May 9<sup>th</sup> will be the Major to Career Fair. Faculty and leaders from different industries will be on hand to give expertise and personal experience in their respective fields to recruit students.
  3. All departments are encouraged to be at the fair. Our department will be present with a booth. Faculty are encouraged to attend.
  4. Can offer soft skill workshops/ presentations for job skills, resumes, and communication to faculty to have during class.
  5. Can offer customizable workshops geared towards different disciplines in writing cover letters and resumes.
  6. Will assist in helping our department find lifeguards and in general help students find jobs.
- c. Exclusion rosters and census rosters are due. Our department requires 100% completion. Exclusion rosters must be done before the census rosters. Due before week 3.
- d. Document on what needs to be done as far as how instructors do grades and submit requests.
- e. Make a report on how the ordering process is and who or what the contact points are.
- f. Clarification is needed on the funding from program 100 and PPIS lottery.
- g. Having leadership that may have personal experience from different academic disciplines particularly science and PE helps to understand the scope of the budget needs for our department.
- h. Faculty concerns over SIS training being over the summer when most of the faculty are off during the summer.
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- i. West LA offers tutorials on PeopleSoft to teach faculty how to use the different functions.
  - j. All faculty must regularly check their emails for any pertinent information and updates.
  - k. Any requests for changes to the class schedules can be left with the department secretary.
  - l. The process of moving to the new science building will begin in June. Bright Star High School will be moving into the academic village in August. The building will be ready in September. This presents a problem for our summer science classes. Summer classes may have to be scaled back in lab experiments.
  - m. Syllabi are due to the department secretary no later than two weeks after the start of the semester.
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4. Adjournment:

☞ ***NEXT MEETING DATE: Wednesday, March 13<sup>th</sup>, 2019 from 12:30-2 pm - AV conference room 101-E***

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☞ ***Future meetings: Wednesday, April 24<sup>th</sup>, 2019 from 12:30-2 pm- AV conference room 101-E***

***Wednesday, May 22<sup>nd</sup>, 2019 from 12:30-2 pm- AV conference room 101-E***