

Minutes

Date: October 11, 2024

Meeting Place: UH 105

Time: 10:00 – 11:15 am

Zoom Link:

<https://avc.zoom.us/j/88014352295?pwd=kIQAGQF3VbMcp36YWmoromB2uCbQhE.1>

Type of Meeting: Math, Science, & Engineering Division Meeting

Note Taker: A. Scribner

Committee Members/Attendees: Sepehr Arbabi, Zia Nisani, Kyu Lee, Peter Robles, Alex Schroer, Hal Huntsman, Patricia Butterworth, Nikki Riley, Jane Bowers, Denilson Freitas, Dezdemonna Ginosian, Jason Kirkendall, Michael Tran, and Attendees on Zoom.

Items	Person	Action
I. Welcome	Jedidiah Lobos	<ul style="list-style-type: none"> • Good morning, everyone, it is week eight, and we are halfway through the semester. I just want to check in to make sure everyone is doing okay, that you are doing well in your classes, and that your students are doing well in your classes. • Let's go through this agenda, and I have some important things to talk about at the very end.
II. CCN Phase I, II, and Curriculum	Jonathan Compton	<ul style="list-style-type: none"> ○ Just a heads up for everyone to be prepared: if you have any English advisories or prerequisites, such as English 101, or a stats course, you will start seeing those course number changes in the Fall 2025 catalog, as well as in the Course Outlines of Records (CORs). ○ You can find the new numbers on the agenda, the C1000's. These are our new starting numbers. English also has a C1001 because they had two courses involved in common course numbering in phase I. This is the standard format that courses will start adopting. ○ Common Course Numbering Phase I (In Progress, live for Fall 2025) <ul style="list-style-type: none"> ○ ENGL 101 -> ENGL C1000 ○ ENGL 103 -> ENGL C1001 ○ PSY 101 -> PSYC C1000 ○ COMM 101 -> COMM C1000 ○ POLS 101 -> POLS C1000 ○ MATH 115 -> STAT C1000 ○ Common Course Numbering Phase II Faculty Surveys <ul style="list-style-type: none"> ○ Biology <ul style="list-style-type: none"> ▪ BIOL 101, BIOL 201, BIOL 202

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| | | <ul style="list-style-type: none"> ○ Chemistry <ul style="list-style-type: none"> ▪ CHEM 101, CHEM 110, CHEM 120 ○ Astronomy <ul style="list-style-type: none"> ▪ ASTR 101, ASTR 101L ○ Math <ul style="list-style-type: none"> ▪ MATH 150, MATH 160 ● As far as phase II goes, for common course numbering, a detailed email was sent to all faculty members who are scheduled to teach those classes or classes similar to those classes. Everyone is encouraged to complete the faculty surveys for those courses. In the committees, there will only be a total of 12 Community College faculty members. This means that the chances of us having a representative on those committees are very low. However, your feedback gets into those committees through the survey. ● Curriculum <ul style="list-style-type: none"> ○ Check your emails from eLumen for requested corrections. <ul style="list-style-type: none"> ▪ We have noticed that many courses sent back to faculty are not being addressed promptly. If you have submitted a revision or a new course, please remember to check your emails. eLumen sends out an email every night if you have items in your inbox that require your review. ○ New workflows should be open in December (tentative). <ul style="list-style-type: none"> ▪ We advocated for an early start to workflows that traditionally open after spring break, as we believe the current timeline is a disservice to faculty. Therefore, we are working to expedite their release before winter break. Our goal is clear, but we have a significant amount of work ahead to revise the workflows in preparation. One important aspect to include in these workflows is the maximum class size. Currently, our committee has noticed a lack of transparency regarding the maximum class size for faculty. ▪ Discussion: Is there a way right now to go into eLumen and put in the current class maximums that are consistent with the CORs that we do have from curriculum? Response: Currently, there is no field for it, and we hope to rectify this before the December release. |
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		<ul style="list-style-type: none"> ○ Mandatory revision list will go out in December (tentative) <ul style="list-style-type: none"> ▪ We plan to reopen those workflows early, likely at the beginning of spring. Additionally, we will send out mandatory revision lists for the upcoming year. We want to get these into people’s hands and through our system as quickly as possible so that we are prepared for the Fall semester. This way, we can avoid lengthy committee meetings. ○ Developing new courses, certificates, and/or degrees (credit and noncredit) <ul style="list-style-type: none"> ▪ If you need assistance with developing new courses or modifying existing ones, please reach out. There is a lot of activity in non-credit programs right now. If you can justify your needs for your area—though it might not be a straightforward process—you're welcome to seek help. ▪ Seek guidance from AP&P reps (James Dorn and Zia Nisani), curriculum specialist (Robyn Serrano), counselors (Kristal Ibrahim or Jessica Eaton), articulation officer (Jessica Eaton), and Jonathan Compton. Include these individuals throughout your process. You can also email and communicate with Jonathan. ▪ Anyone with ideas is welcome to initiate the process for December and move forward with the upcoming catalog.
<p>III. New courses/AP&P update</p>	<p>Zia Nisani</p> <p>Jonathan Compton</p> <p>Jedidiah Lobos</p>	<ul style="list-style-type: none"> ● Zia Nisani submitted a Research Practical course, which is non-credit, as he is currently engaged in undergraduate research. Additionally, submitted a variable credit course called Work Experience and a Computational Biology certificate. Zia Nisani has experience in these areas, so feel free to reach out to him if you need assistance. Mandatory information will be released this spring, so start considering the certificates you would like to create. ● Added to the conversation: A canvas shelf has been created for AP&P, featuring a variety of training guides and other valuable resources. If you are interested in developing any materials, please feel free to explore them on the AVC website in the AP&P section. ● Added to the conversation: We have seven engineering courses in the pipeline, including introduction to and

		<p>application of 3D printing, two microcontroller classes, two robotics classes, and Excel for scientists and engineers.</p>	
IV.	AI Professional Development	Jane Bowers	<ul style="list-style-type: none"> • Six new AI-related events have been added to Cornerstone, organized by the CDC. These webinars are hosted by Michelle H. and Hassan Bowen, who specialize in teaching with AI. For those events, you will need to register separately and enter it after attendance as an external event. They do not automatically get attached to Cornerstone. • There is an upcoming conference called "Teach for AV: AI Tools for Educators," organized by the Teacher Accelerated Preparation Program (TAPP). This event will feature three sessions, each with five different tracks. Two of the sessions are designed for teachers, while three focus on AI-related topics, including "AI Beginners," "AI Index," and "AI Tools for Educators." Please take a look and register for the sessions, they are on Zoom.
V.	Program Review and Schedule	Alex Schroer	<ul style="list-style-type: none"> • First of all, we acknowledge that there are many mistakes in the schedule. Please do not panic if you see that you're listed as teaching the wrong courses or many courses. If your schedule only indicates a lecture instructor, make sure to click on the CRM for more details. We are working on it. • There is some confusion regarding the CIPs. Alex Schroer will send an email to her department to clarify what exactly needs to be done with the CIPs (CIP scores, improvement plans, or action plans). Stacy Adams had previously sent an email to the department chairs. They need to compile the necessary data and subsequently add collaborators for each discipline. • Stacy Adams emphasizes the importance of examining the CIPs. Currently, we are reviewing the CIPs from 2022-2023 in elumen as we prepare our program review. At the same time, we are also drafting new CIPs for next year. Therefore, please ensure that you select the correct ones for 2023-2024. However, computer science was excluded. There are CIPs for CIS that do not exist, so there is no data loaded. For computer science, stay tuned. • For the Program Review, we cannot place all the responsibilities on Joshua Strong as our representative. If you prefer this review to occur every three years, please send your thoughts to him so he can collect and present them.

	Jedidiah Lobos	<ul style="list-style-type: none"> • Added to the discussion about Program review: As a division, it is important for us to express our opinions. If you believe that conducting the program review annually is not the best approach and that a comprehensive review every three years would be more effective, please share your thoughts. This longer timeframe would allow us to thoroughly analyze the data and create a narrative that highlights what is working well, what is not working, and what needs to be addressed. By having a more extended period to reflect on our successes and challenges, we can establish a clearer direction for improvement. It is vital that our insights come from the entire division, not just a few individuals. • Please remember that the program review is due from the division on November 15th. Email Josh Strong to provide your feedback or attend the program review meeting.
VI. Class Modality	Jedi Lobos	<ul style="list-style-type: none"> • Class teaching modality cannot be arbitrarily changed from what has been published. <ul style="list-style-type: none"> ○ Once a class is published as a F2F class, you cannot change the modality to anything else (online, hybrid, blended, etc.) just because “all the students want it that way” or “I want it that way.” ○ Of course, if there is reason why this has to be done, consult the Division Office prior to making any decisions. ○ For example, you cannot arbitrarily have class on Zoom if the class is listed as an in-person class. Also, please note that if the class meets from, for example, 10:15-12:20, you cannot show up at 12:16 and tell the class that class is going until 2:20. Lastly, you cannot schedule class on scheduled holidays. For example, you cannot schedule class on 10/14 (Indigenous Peoples Day), because you want an extra day of instruction. ○ Also, you cannot decide, for example, to give all your exams online for a F2F class and not show up to class. F2F classes are defined as “These are 100% face-to-face courses”.
VII. If you are sick...	Jedidiah Lobos	<ul style="list-style-type: none"> • If you are sick (the flu, COVID, etc)... <ul style="list-style-type: none"> ○ Please make sure you take care of yourself. ○ Currently, there is no option to teach your class from home (remote work). Please notify the Division Office and we will put a call out for a substitute. ○ It is important to notify the Division office when you are going to be out. ○ Your leave request stating the days you were out should match the days you were actually out. Consult Article V of

		the Faculty CBA or Article X of the Classified CBA for information regarding sick leave or call Payroll.
VIII. Science Olympiad	Jedidiah Lobos	<ul style="list-style-type: none"> • It is time to start planning for Science Olympiad! <ul style="list-style-type: none"> ○ We can ALWAYS use volunteers to help supervise events and especially SET UP. • If you have never attended the award ceremony, everyone is highly encouraged to go. It is truly an amazing experience. You can see the hard work the kids put in, and witnessing their joy when they are called up for recognition is heartwarming. They award medals up to 6th place, and those in 6th place are absolutely thrilled, and proud to have made it. It is a wonderful experience to be a part of. • If you would like to help, please contact Jedidiah Lobos or Jamie Jones. • More details, including mandatory planning meetings will be announced in the coming months. • The Science Olympiad will take place on Saturday during Presidents Day weekend next year.
IX. Lab items	Jedidiah Lobos	<ul style="list-style-type: none"> • Please, please, please DO NOT EAT IN THE LAB PREP AREA NOR IN THE LAB. Please do not eat, drink, chew gum, store food, or apply cosmetics in the lab or lab prep areas. • Please do not allow students in restricted areas. If for some reason, you have to bring them back, ensure you accompany them. • We received a surprise inspection from the fire marshal, and they identified a few small issues. This was a warrant. There needs to be further discussion on how we handle our lab items.
X. Please be careful...	Jedidiah Lobos	<ul style="list-style-type: none"> • Please be mindful and drive carefully in the parking lot, as there may be people walking. • Be safe.
XI. Additional Comments	Jedidiah Lobos	<ul style="list-style-type: none"> • Please notify the division office directly if you observe any issues such as the door not locking or opening, detecting an unusual smell on the third floor, or any other concerns. Your prompt communication will allow the division office to address these issues promptly by engaging with the right individuals. • Facilities have placed a QR code in each room for work requests if any classroom needs any maintenance. • Discussion: "Should instructors be responsible for electronically locking the classroom door when they leave? Response: Absolutely, we are not entirely sure if there is a rule about this, but it seems like the right thing to do. Unfortunately, there are people who would consider stealing. So, why don't we make a conscious effort to protect our belongings and be kind to one another?" • It is highly suggested that everyone submits a fix-it ticket to request the fixing of the Wi-Fi in Uhazy Hall.