



Natural Sciences Division
Department Chairs Meeting Agenda
Thursday, May 5th, 2022
3:00 – 5:00 PM
Location: STEM Center

Brian Scott, Agriculture		Eugene Mahmoud, Physics & Engineering	
David Mirman, Biological Sciences	X	Phil Wolf, Physics & Engineering	X
Todd Clements, Chemistry	X	Matthew Judd, Division Dean	X
Michael Hood, Earth Sciences & Astronomy	X	John Vitullo, Division Associate Dean	X
Julie Bray-Ali, Earth Sciences & Astronomy	X	Minutes By: Colleen Nelson	X
Jimmy Tamayo, Mathematics & Computer Science	X	Guest or Sub: Sarah Nichols	X

Item	Topic	Discussion	Outcome/Action Needed
1	Welcome to the STEM Center	Meeting held in newly remodeled STEM Center. Welcomed incoming PENG Dept Chair, Sarah Nichols. Discussed Matt Judd's retirement party.	SAVE THE DATE – June 9 th 1:00-3:00 pm Matt Judd's Retirement Party at Founders Hall
2	Absences and Reporting	John is working on creating a SmartSheet to help more accurately report absences and substitutes. Needs to be more clear on what hours are missed, such as including office hours and knowing if they are moved or missed altogether. John said there should be some notice ahead of time when office hours are missed to allow students ample time to meet with them if needed. He is likely to approve if giving enough notice to students. SmartSheets will be added to division website when completed. There was discussion on best practices for	John and David will work together on creating a SmartSheet for reporting faculty/adjunct absences. More to come.



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		absence notification and ensuring SmartSheets and procedures are easy to find. A SmartSheet taskforce was recommended and David Mirman volunteered to work with John on this.	
3	Expiration of Board Resolution and FA Side Letter- Vax and Mask Mandates	<p>Last month the Board of Trustees voted to allow the vaccine and mask mandates to expire at the end of the Spring semester. 1500 students responded to a recent survey, the majority preferred to have some kind of mandate in place. 20% responded that they feel more comfortable because the vaccine mandate is in place and another 20% responded that they will not come to campus if there is a vaccine mandate in place. Board Docs has all the info from the survey if you wish to review it.</p> <p>Regarding Summer and Fall mandates, it was questioned whether the mandates should be handled at the instructor level. The consensus was that NO, each individual can choose if they wear a mask or not. John said some instructors may not feel comfortable if students are not wearing masks. Campus seems to be split 50/50 regarding wearing masks or not. Immuno-compromised faculty would need to meet with HR to be granted an accommodation, which would still likely only apply to the faculty to wear a mask, not the students. John said that NSD will continue to follow the President's guidelines and that students should not be kicked out of class for not wearing a mask.</p>	Current vaccine and mask mandates will expire at Mt. SAC at the end of the Spring 22 semester. There will be no vaccine or masks mandates in place for Summer and beyond, unless new side letter occurs. BOT's voted to allow the mandates on campus to end after Spring semester.
4	Summer	If there is any opportunity to add classes for Summer please do so. Phil stated there are not enough instructors to hire in order to add classes. It was also noted that much more lab space is needed to add many additional	<p>Add more summer classes wherever possible.</p> <p>Adding more classes is challenging with limited instructors and lab/class space. Matt and John are</p>



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		<p>classes. They can't add more classes with out space, and not all classes can be transitioned to online modality. Micro 22 is an exception, because there is a take home lab kit that works well. Discussion also regarding poor room utilization, many rooms in Humanities not used, since many of their classes are now taught remotely. If we had temporary labs we would need to put near to lecture classrooms.</p> <p>It was also discussed that many faculty are now taking the summer off for the first time in years, because they have been working extremely hard during the pandemic without taking time off. Now that many things are returning to normal, they want to travel and relax. Matt Judd also noted that there are 25% drop in high school students in California. The reality is there are fewer students enrolled since COVID and it will take time to get them all back.</p>	<p>aware and will continue to share this need for more space.</p>
5	Curriculum	<p>John reminded the Chairs that Curriculum is due May 31st</p>	<p>Due May 31</p>
6	PIE	<p>PIE- Due May 15th, John's due date is June 1</p> <p>Haven't heard any more of reallocation funding. Perkins came in better, as did Strong Workforce.</p> <p>Per Phil, Morris Rodrigue has been arguing to have state increase base for each student so even if enrollment is lower, we may still get more money.</p> <p>There was more discussion on where PIE data goes after</p>	<p>Due to John on June 1</p> <p>Instructional Equipment rankings to begin sooner this year, Colleen N will notify Department Chairs earlier on when to begin this process. (typically late summer/early fall)</p>



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		<p>it's included but not granted. Supplies budgets should also increase as number of sections increases, but then must also decrease when there are fewer sections.</p> <p>There is currently 171 million dollars of deferred maintenance requests. They are also working to improve which items should be included and should not be included in PIE, such as bathroom paper, paper towels, dispensers, etc. Perhaps there should be a separate category for those types of issues.</p> <p>An example of lighting issues in classroom was mentioned, and it was suggested if it is making it difficult for students to see their work or could cause a hazard, such as in a lab class, they should run in through Risk Management.</p> <p>Instructional Equipment Rankings should begin with division earlier this year and Colleen N. will notify Department Chairs sooner on when to begin process.</p>	
7	Adjunct Hiring	<p>There should be a pool of adjuncts maintained for future hiring. The discussion included the challenges of hiring adjuncts for only 'hypothetical' positions, especially when they need to pay for \$100 Live Scan fees. Also, it is challenging to interview 50 applicants when there is not necessarily a position/class available at that time. NSD is currently down 16 sections from last summer. Some reasoning for this is that CHEM can't have online</p>	Try to maintain a pool of adjuncts when possible.



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		<p>labs. BIO can have some labs online, but not all of them are effective when there are take home lab kits. We don't want to offer courses just to make money for the college, if it is not in the students best interest. Since classes were still remote last year we were not limited by lab space, so it is harder now to have some number of classes/labs with restrictions on space.</p>	
<p style="text-align: center;">8</p>	<p>Good of the Order</p>	<p>Julie is on the Final Exam Schedule Committee and reminded chairs to provide her with any comments or points that they wish to share. She had received comments from Jimmy already.</p> <p>Todd's sabbatical was approved.</p> <p>Kepler Event was a success!!</p> <p>Next Dept Chairs meeting will be June 2 and will likely be held off site at a restaurant. More to come.</p> <p>There were many changes to Math curriculum. Lost Math 51 and 71 due to AB705.</p> <p>AB1705 is pending, not approved yet. Will look at student push through rate of pre-calculus to calculus.</p> <p>Lisa Morales and Paula Young created excellent modules with Community of Practice work. They may be asked to share in a future meeting.</p> <p>Chemistry Competition is May 18th</p>	



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		Debbie Day was a success!! Regarding Rehire Rights- make sure your voices are heard regarding who can get bumped when a class is lost. Can't bump someone else when you have overload.	
9			
10			