

MNHS Division
Meeting Minutes - September 16, 2009

Day, Time: Wednesday, September 16, 2009, 8:00 to 9:00 a.m.
 Members Present: David Boyajian, Ralph Ferges, Candi Francis, Takashi Nakajima, Denise Rudy, Steve Spear, Jay Wiestling
 Members Absent: Judy Eckhart
 Recorder: Debra McBrayer

Information/Discussion	
Call to Order	
1. Minutes	Minutes from 9/2/09 were approved.
2. SLOACs	Steve talked to Vice President Cuaron regarding SLOACs. She said specific courses should be evaluated the same way. If there are many sections of the same course, it is o.k. to take a sample.
3. Minimum and maximum class size	The class maximum load list was passed around so updates by department chairs could be noted.
4. Part-time Re-hire priorities	Discussion about priority hiring guidelines was continued. Still more clarification is needed to refine our understanding of pages 110-112 of the District/PFF Agreement dated 8/13/08 containing "Re-Employment Preference for Part-Time Faculty". Questions include: Does an instructor earn one point per year or one per semester? Do instructors need to be offered a class once a year, or each semester? If an instructor earns six points in three consecutive years, do they have to teach the fourth year? What if an instructor moves away and comes back the fifth year, is he/she still on the priority list if they have six points for years 1-3? It was determined that if an instructor teaches courses with different top codes, they receive separate points for each code (up to six digits).
5. Early Enrollment	Early registration was discussed. Several questioned the practice of allowing new students to register as part of the Early Admissions Program (EAP) particularly since there is no way to statistically measure retention. EAP particularly is a problem for Fall semester. The high school seniors are seen as another special interest group. Title V requires that TED-VETS get priority, but not high school students. It was suggested that the high school students receive early acceptance, orientation, lunch, and a one-on-one meeting with a counselor. If the college was chasing enrollment--it would be fine. With the cut back of course offerings, it is considered an unfavorable practice. Since the college system is currently unable to verify whether students have met prerequisites (particularly from other colleges, and or when multiple course options meet the prerequisite), faculty need to be instructed to check them the first class meeting. By the first day of the semester, other classes are full and students have to re-work their schedules and take classes where there is still space and possibly not on their Education Plan. Additionally, other students are crashing classes in large numbers because they have to have the particular course in order to complete or progress in their program. Both new high school students and existing students are getting frustrated by getting dropped or not getting into the needed course. One solution Life Sciences is considering for their high-demand, must-have-to-get-into-nursing courses is lowering the enrollment capacity to 10 during EAP/priority registration. One section only had 7 seats left for those with appointments after TED-VETS and EAP enrollment. These high demand classes always have crashers the first day. Another class in the same department completely filled with high school
6. Other a. Overlapping Classes	The number of overlapping class forms being submitted was discussed. In the MNHS Division, there is a large number of requests particularly from students wishing to overlap Math courses. Many instructors are signing the forms without realizing what it takes (meeting with students on their own time without pay). The department chair's approval/signature is not required on the form, but the dean's signature is required. A number of the instructor signatures are illegible. Steve questioned why the college even allows the overlapping forms. They should be discouraged and/or rejected. Debbie will make a list of instructors allowing overlaps and alert the department chair.

b. Document Cameras	Jay stated that he was very impressed with the new Samsung document cameras purchased with Block Grant funds. A sales representative provided training to approximately 25 Math instructors. Jay commented that the colors are vibrant, the image can be converted into jpgs and put on Blackboard following class. He added that an instructor can write an equation or question, freeze it, figure it out (or have it already figured out) while students are working on it, then unfreeze it and show the answer. Steve asked if the college could buy more of the cameras. Dean Francis said if there is any money left, it may be possible. She added that items such as the document cameras and also any maintenance contracts need to be included in future IRP plans. Funding decisions will be determined by the IRPs.
c. NS Building Improvements	1. The casework improvements being done for Chemistry on the third floor is resulting in silt everywhere.
	2. Ralph asked about the second floor men's restroom modifications. There is stainless steel but no sink, and the paper towel and soap dispensers are still there. Dean Francis said the building must meet current codes. The men's restrooms on all three floors lost two sinks each. Ralph asked if the paper towel and soap dispensers could be removed and used in other Life Sciences spaces. Dean Francis will ask Ralph Johnson, Prop M Construction Supervisor, if that can be added.
	3. There is now running water in the ESAS suite. It is a shallow sink (ADA requirement), so it splashes on to the wood. A backsplash is needed.
	4. Dean Francis will be away from the office Friday through Wednesday (9/25-30).
Adjournment	Meeting adjourned at 9:25 a.m.

Next meeting: October 7, 2009