

**MNHS Division DRAFT
Meeting Minutes - April 15, 2009**

Day, Time, Place: Wednesday, April 15, 2009, 8:00 to 9:00 a.m.
 Members Present: David Boyajian, Judy Eckhart, Ralph Ferges, Candi Francis, Takashi Nakajima, Steve Spear, Jay Wiestling
 Members Absent: Denise Rudy
 Recorder: Debra McBrayer

Information/Discussion	
Call to Order	
Item	
1. Approval of Minutes	Minutes from March 4, 2009, were approved.
2. SLOs	Steve reported that SLOs for Aviation have almost been completed. Two programs have been completed. For assistance contact Cheryl Deloatch. To avoid changing/writing over a completed piece, open one window at a time.
3. Grant Update b. STEM/Bridges	Palomar College has joined with CSUSM on a grant proposal as part of the Bridges program to start a STEM Center. NS-312 is being considered and may be furnished with Prop M funds. It will include tutoring and supplemental instruction. Title V grant funds will be used to infuse science into the TLC.
c. Cal-Teach	Ralph Ferges, Rob Jones, Richard Albistegui-Dubois, and Lisa Yon will be attending a Cal-Teach workshop this Friday and Saturday.
4. Equipment a. Data Projectors	Jay said the projectors are fine, but wall switches have not yet been installed and are needed. Remotes disappear. Overhead projectors have disappeared. If not in a nearby classroom, report to Campus Police.
b. Requests tied to PRPs	Equipment must be tied to the PRP. For consideration, include make, model, price, and vendor on the department request.
5. Evaluations: ADAs and other classified staff	The Accreditation Report said staff evaluations were not up-to-date. Pay attention to 12- month cycle. Expect a reminder at 10 months. The dean is considered the supervisor of all classified staff in division. She will meet with the department chair. They will jointly write the evaluation. Candi will sign the reviews and meet with each employee along with the department chair. Berta will sign as reviewer. If there is trouble with an employee, Candi needs to be made aware of it ASAP.
6. Academic Dishonesty	If allowed by DRC to test at their location, they are very good about catching people cheating. They have cameras. Ron is very helpful and will inform the instructor if a student is caught cheating.
a. Address in syllabus	Make your expectations and the punishment for cheating clear. Be sure part time instructors include specific details in the syllabi as well. The syllabus in your documentation. Copies of all syllabi should be kept on file in the ADAs office. It was also recommended that the policy be posted on Blackboard.
b. Follow through	Report incident to Student Affairs. A log is kept. If a student is caught cheating twice, they are kicked out.
7. Students with disabilities	Students are becoming more aggressive. A student went directly for a Federal Civil Rights case.
a. Access	When in doubt, contact Ron Haines. Be aware, be sensitive, document, and accommodate to the degree allowed.

<p>b. Reasonable accommodations</p> <p>c. Address in syllabus</p>	<p>Students must be granted accommodations if they complete the required paperwork through DRC. DRC agreed to put more energy into getting doctor documentation. Examples of "Reasonable" include allowing a note taker, a translator for sign language (ESL is not a disability), allowing time and a half for test taking--must arrange for prior to test date. You do not need to negotiate test location with a student. If they require quiet, they can bring ear plugs. Be careful not to suggest that a student needs assistance, it may be taken as an insult.</p> <p>Spell out what is expected up front. Require students to provide documentation. You don't need to change the curriculum. Students have to come to you with a solution. You don't need to allow more than two weeks to pass without documentation. Chemistry requires doctor's notes from pregnant students before they can handle the chemicals.</p>
<p>8. Nursing</p>	<p>At the April Governing Board meeting over 120 nurses faculty and students showed up in their white uniforms. Students acted professionally. Two students and four faculty members were allowed to speak. Monika Brannick also spoke. Two of the Board members oppose the degree change. The nurses will bring posters Friday to the Health Sciences Building groundbreaking. The GOB will have a workshop on May 28, an open forum on May 7, and vote on May 12. The Faculty Senate unanimously supports the nursing programs recommendations. History faculty support it. Only two history faculty oppose it. The advertisement that appeared in the local paper never mentioned nursing and was misleading. The San Marcos mayor was angry that he was not given the entire story and felt misrepresented.</p>
<p>9. Other</p> <p>a. DI Water</p> <p>b. Shipping/Receiving</p> <p>c. Skateboarders, Bikers, and Smokers</p>	<p>DI Water. There should be daily reports. Must have data to diagnose problems. The log data are incomplete. The readings need to be maintained and kept in range in order for experiments to work correctly. Facilities staff doesn't have time to input information into the log book. It was recommended that departments in the NS Building take turns logging the information.</p> <p>Chemicals for student research projects sat in the Warehouse for two weeks. It was suggested that lab techs work directly with Tony Payton so he is aware of orders that are expected and delivery needed on a timely basis.</p> <p>Be careful when approaching students on bikes or skateboards. They, along with smokers in the building, have become more aggressive. Contact Campus Police for assistance.</p>
<p>Adjournment</p>	<p>Meeting adjourned at 9:35 a.m.</p>

Next meeting: May 6, 2009