

# Minutes

**Date:** February 7, 2025

**Meeting Place:** UH 103

**Time:** 10:00 am – 12:00 pm

**Zoom Link:**

<https://avc.zoom.us/j/83056591534?pwd=j3nIbS3bzYLkcFVuXOZLtUVHafCvhi.1>

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

**Note Taker:** A. Scribner

**Committee Members:** Zia Nisani, Kyu Lee, Emoni Cook, Alex Nikolaychuk, Jonathan Compton, David Bermea, Billy Cheewawisuttichai, Bassam Salameh, Dezdemona Ginosian, and Attendees on Zoom.

Items	Person	Action
I. Welcome	Jedidiah Lobos	<ul style="list-style-type: none"> <li>Welcome back everyone!</li> <li>Happy spring! I hope everyone's first week is going well.</li> <li>During this spring, projections from the Census indicate there will be over 4,000 FTES (Full-Time Equivalent Students). This means we can expect to maintain our status as a mid-size college, and our funding floor has now been established. This achievement is a testament to all your hard work. Give yourselves a round of applause for making this happen!</li> <li>Spring has been strange and challenging so far, as we canceled 15 math sections this semester. However, we are holding strong.</li> </ul>
II. Student Attendance	Jedidiah Lobos	<ul style="list-style-type: none"> <li>Drop no-shows and reconcile rosters by the end of the first day of class <ul style="list-style-type: none"> <li>If you have not, please do this TODAY. It is important to reconcile your rosters today.</li> </ul> </li> <li>Turn in your census on time. If you know you are likely to forget, set a calendar reminder for yourself. <ul style="list-style-type: none"> <li>MyAVC -&gt; Faculty -&gt; Faculty Self-Service Menu -&gt; Census Drop</li> <li>The Fall Census date is February 18, 2025, which is after Presidents' Day.</li> </ul> </li> </ul>
III. Class Cancellations/Absence Reporting	Jedidiah Lobos	<ul style="list-style-type: none"> <li>Please make sure that if you cancel a class, that you contact the Division office and fill out a leave/absence request in a timely manner with the necessary information (CRN, hours missed, etc.). <ul style="list-style-type: none"> <li>Hopefully this is BEFORE class starts.</li> </ul> </li> <li>Also, if you have arranged for a substitute for your class, please communicate that information as well BEFORE the</li> </ul>

		<p>absence occurs, rather than waiting two or three days afterward.</p> <ul style="list-style-type: none"> <li>• Please make sure to notify students (if and when possible)</li> <li>• Please be in your class when you are supposed to be or let us know if you will not be there. <ul style="list-style-type: none"> <li>○ This is for safety reasons.</li> </ul> </li> <li>• Contact hours need to be met</li> <li>• If you are classified, “unless the unit member is incapacitated, the unit member shall call 30 minutes prior to start of the unit member’s work shift or no later than 30 minutes after the start of the unit member’s shift, on the day of intended absence”. For more information regarding leaves, please consult Article X of the Classified CBA.</li> <li>• Please make an effort, when possible, to submit leave requests in a timely manner, especially when it comes to vacations, and inform the Division office prior to taking leave. <ul style="list-style-type: none"> <li>○ Please let the division office know one or two months in advance if possible.</li> </ul> </li> </ul>
<p>IV. Class Modality</p>	<p>Jedidiah Lobos</p>	<ul style="list-style-type: none"> <li>• Class teaching modality cannot be arbitrarily changed from what has been published. <ul style="list-style-type: none"> <li>○ 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”.</li> <li>○ Of course, if there is reason why this has to be done, consult the Division Office prior to making any decisions.</li> <li>○ If you wish to teach a different modality, please indicate that in your preference.</li> <li>○ 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 2/17 (Presidents’ Day), because you want an extra day of instruction.</li> <li>○ 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”.</li> </ul> </li> <li>• Discussion about opening a Zoom session for students who are sick. <ul style="list-style-type: none"> <li>○ Response: The rules have changed. We can no longer accommodate students who are sick. If we make an exception for one student, we could face a larger issue: that student might be sick at least five more times during the semester. Eventually, it</li> </ul> </li> </ul>

		<p>will lead to a situation where several students are sick on the same day. Therefore, I believe it is not a good idea to make an accommodation.</p> <ul style="list-style-type: none"> <li>○ However, if legitimate and reasonable accommodation is requested, such as a doctor's note stating that a student needs to be home for a week, and the Office of Students with Disabilities (OSD) asks to provide the student with a Zoom option, then it is appropriate to do so. However, this should not be done on your own accord.</li> </ul>
V. Decency		<ul style="list-style-type: none"> <li>● Please be mindful of how we talk to our students and to each other</li> <li>● Please be kind to the office staff (and everyone, really). They are here to help, not to do your bidding.</li> <li>● Please refrain from taking chairs from other classrooms. If you need additional chairs, contact the division office, and arrangements will be made for facilities to bring the chairs you need.</li> </ul>
VI. If you are sick...		<ul style="list-style-type: none"> <li>● If you are sick (the flu, COVID, etc)... <ul style="list-style-type: none"> <li>○ Please make sure you take care of yourself.</li> <li>○ 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.</li> <li>○ Consult Article V of the Faculty CBA or Article X of the Classified CBA for information regarding sick leave or call Payroll.</li> </ul> </li> </ul>
VII. Science Olympiad	Jedidiah Lobos	<ul style="list-style-type: none"> <li>● Science Olympiad is next weekend!</li> <li>● We STILL need volunteers and event supervisors to help with events, especially SET UP. <ul style="list-style-type: none"> <li>○ There are still seven events that need supervision.</li> <li>○ If you volunteer, you will be fed.</li> </ul> </li> </ul>
VIII. Technical Training	Jedidiah Lobos	<ul style="list-style-type: none"> <li>● If you are interested in technical training on specific topics, please visit the technical training course for more information.</li> <li>● Please make sure to visit the Technical Training course that contains modules that include, but are not limited to the following: <ul style="list-style-type: none"> <li>○ Adobe Sign</li> <li>○ Argos</li> <li>○ Adobe Sign</li> <li>○ Canvas</li> <li>○ eLumen</li> <li>○ Adobe Sign</li> </ul> </li> <li>● Adobe technical training can assist you in preparing documents that can be electronically signed.</li> <li>● Dean Lobos is happy to demonstrate how to use Adobe Sign on Fridays, but technical training is recommended.</li> </ul>
IX. Lab Items		<ul style="list-style-type: none"> <li>● Please, please, please DO NOT EAT/DRINK IN THE LAB PREP AREAS.</li> </ul>

		<ul style="list-style-type: none"> <li>○ Please let your student workers know to NOT EAT/DRINK IN THE LAB PREP AREAS.</li> <li>● If you are scheduling student workers in the lab, please do not schedule them all for the same shift; instead, spread them out during the day to maximize their efficiency.</li> <li>○ There is no federal funding available for student workers. I understand that resources are limited, and I am truly sorry for that. Unfortunately, there is nothing I can do to change the situation. I wish there were more options. Given these limitations, it is even more important to space out your student workers and make the most of the resources you have.</li> <li>● Please, please, please DO NOT EAT/DRINK IN THE LAB PREP AREAS.</li> <li>○ Please let your student workers know to NOT EAT/DRINK IN THE LAB PREP AREAS.</li> </ul>	
X.	Where am I teaching? / Key requests	Jedidiah Lobos	<ul style="list-style-type: none"> <li>● Before the semester starts, it is always good practice to double-check that you have access to the room you are scheduled to be in.</li> <li>○ If not, please request for access ASAP.</li> <li>○ When the division office receives requests for room changes at the beginning of the semester, it can be quite challenging. I want to emphasize the importance of double-checking your room assignments before the semester starts. Please take a moment to review your room assignments in advance. If you reach out with any requests well before the semester begins, it will be much easier for us to accommodate those changes.</li> </ul>
XI.	Emails	Jedidiah Lobos	<ul style="list-style-type: none"> <li>● You probably get a TON of emails every semester, but please make sure to watch for emails from the Division Office.</li> <li>○ In many cases, these emails are time-sensitive and require a prompt response.</li> <li>● Once again, please pay attention to the messages from People, Culture, and Talent (PCT). If PCT is emailing you, there is likely an important reason.</li> </ul>
XII.	Printer/copier use vs Copy Center	Jedidiah Lobos	<ul style="list-style-type: none"> <li>● Please remember to use the copy center for large volumes of copies.</li> <li>○ At the division office, faculty are allowed to make up to 150 copies per month. However, the division pays for the toner and paper.</li> <li>○ When you make copies at the copy center, the division office does not receive a bill at the end indicating how many copies your division has used. Therefore, it is important to plan ahead.</li> <li>○ If you find yourself needing last-minute printouts, consider purchasing your own printer, ink, and paper.</li> <li>○ We have had printers in several labs, and some people have been using them as their personal printers. This practice will come to an end. The printers will now be</li> </ul>

		<p>password protected, just like every other device. You will need to use your 150 copies across all locations.</p> <ul style="list-style-type: none"> <li>• At the division office, faculty are allowed to make up to 150 copies per month.</li> <li>• It is good practice to ensure that items meant to remain in the room, such as copies of the lab manual, are not taken when students leave. Let's make sure that all copies stay in the lab. <ul style="list-style-type: none"> <li>○ This information is mainly for newcomers or those who are not around often. For others, it should be straightforward. Build relationships with your colleagues. If you are leaving while someone is arriving, communicate with each other. Let them know if any lab safety agreements are missing, as they may need to make copies.</li> </ul> </li> </ul>
XIII. Students in lab	Jedidiah Lobos	<ul style="list-style-type: none"> <li>• Do not leave students unattended in labs</li> <li>• If you need to leave your class for an extended period, ensure that your entire class gets a break. You can text or call a colleague to cover for you. Alternatively, you can also kindly ask a technician for help.</li> </ul>
XIV. Additional Comments	<p>Bassam Salameh</p> <p>Jedidiah Lobos</p> <p>Zia Nisani</p> <p>Bassam Salameh</p> <p>Jedidiah Lobos</p>	<ul style="list-style-type: none"> <li>• Question: I do not believe we have been conducting tuberculosis (TB) testing lately. I think it used to be done every three years for faculty. <ul style="list-style-type: none"> <li>○ Yes, PCT is still conducting TB clearances. The difference is that if you have previously tested positive for TB and are undergoing a chest X-ray, the time frame for this has been extended to 10 years.</li> <li>○ If you are foreign-born, it remains three years, regardless of the risk.</li> <li>○ Question: Are students tested for tuberculosis (TB)?</li> <li>○ Dean Jedidiah Lobos will follow up to check if students have been tested for tuberculosis (TB).</li> </ul> </li> <li>• When you receive emails from People, Culture, Talent (PCT) please do not ignore them. For example, if they inform you that you do not meet your TB requirement and provide a deadline, it is important to take it seriously.</li> <li>• Discussion regarding missing chairs in classrooms. <ul style="list-style-type: none"> <li>○ Response: Please do not take chairs from classrooms. If you require chairs, notify the division office immediately.</li> </ul> </li> <li>• Dean Lobos inquired with the President and the Vice President about the possibility of teaching Anatomy, Physiology, and Microbiology at the Palmdale Center. They asked what would be required to make this happen. The response indicated that a new laboratory would be necessary. As a result, we remodeled the Biology 101 lab to accommodate Microbiology. Additionally, they have just completed the construction of a brand new Anatomy and Physiology lab at the Palmdale Center.</li> </ul>

	<p>Matthew Rainbow</p> <p>Jedidiah Lobos</p> <p>Alex Schroer</p>	<ul style="list-style-type: none"> <li>• Discussion on whether online students should be dropped during the first week if there is no response. <ul style="list-style-type: none"> <li>○ Response: when discussing online teaching, it is essential to consider the policy of dropping students during the first week. If you have clearly communicated that students need to respond by a specific date and have outlined the consequences for not doing so, then you should follow through and drop those students on that date. This ensures that students understand the seriousness of their actions.</li> </ul> </li> <li>• Discussion about the same Keenan training and version within a year can be excessive. Are faculty required to complete them every year, regardless of version? Keenan does not specify which version corresponds to each training session. Is it stated in the contract that everyone must complete every compliance training annually? <ul style="list-style-type: none"> <li>○ Response: Dean Lobos needs to consult the CBA for each specific case, so a definite answer has not been provided. It is believed that there is an AP, and Dean Lobos will check with Christian to see if he can obtain that information when he follows up.</li> </ul> </li> <li>• Discussion about whether faculty are going to get FPD credit for the welcome back video that was not posted. <ul style="list-style-type: none"> <li>○ Response: Billy Cheewawisuttichai was asked to follow up on the question in the next meeting to advocate for faculty by emphasizing it is not their fault.</li> </ul> </li> </ul>
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