



SCIENCE DIVISION

MINUTES OF THE SCIENCE DIVISION MEETING

Date: Oct 22, 2013

Place: MSB 211

Members present: Mesfin Alemayehu, Abraha Bahta (Chairperson), Elizabeth Bell, Laurimar Escudero, Sister M. Gertrude Hennessey, Michael (Tony) Recht, Beraki Woldehaimanot (*minutes taker*), Patricia Zuk.

Members Absent: Steven A. Fink

Agenda:

1. Approval of Minutes (Sep 19, 2013)
2. Chair's report:
 - A. Winter Intersession
 - B. College's Equipment Funds (\$15,000 Grant): Clarification
 - C. Proposition 20 Funds
 - D. Program Review:
 - i. Overall Review
 - ii. Resources Requests
 1. FPIP
 2. Two Physical Science Lab Techs
 - a. Physics and Astronomy
 - b. Earth Sciences
 3. Astronomy laboratory setup
 4. Cadaver lab setup
3. Report from Divisional Committees?
4. Other Business?

The meeting was called to order at 4:20 pm by the chairperson with a short welcome message to all members in attendance.

1. APPROVAL OF MINUTES (Sep 19, 2013)

The Minutes were approved with the following correction. On page 2, B-ii, line 3, the statement that says "...during the 2013/14 academic year" to be replaced by "...during the 2012/13 academic year".

2. CHAIR'S REPORT:

A. Winter Intersession

The chairperson informed members that a total of six classes will be offered for the Winter 2014 intersession.

The chairman also said that priority list for all disciplines was out.

B. College's Equipment Funds (\$15,000 Grant): Clarification

The chairperson clarified that the \$15,000 grant approved by the college for the Science Division shall be used to purchase equipment that cost \$500 or more only. Equipment that cost less than \$500 cannot be purchased using these funds.

C. Proposition 20 Funds

The College has received funding in the amount of \$225,000. This will be shared by the various divisions, and the chairperson expects the College Library to contact us regarding these funds.

The chairperson explained the fund can be used cover for the purchase of books, instructional Media, Library media, Audio media, campus newspaper, software supplies, educational software licensing expenditures, Library books & Reference materials expenditures.

The chairperson asked members to put together list of materials they want to buy and fill out a PR and submit it to his office before the thanksgiving holiday.

D. Program Review:

i. Overall review

The chairperson reminded members of the three major disciplines (Physical Science, Life Science, and Earth Science) to submit completed Program Review document latest by Thursday, Oct 24, 2013.

The chairperson also distributed to members preliminary Program Review documents already submitted by the various groups.

ii. Resources Requests

a. FPIP

The chairperson explained that written justifications to hire new instructors for biology, chemistry and geography were completed and the required FPIP documents were ready

for submission to the FPIP committee. The requested resources include 2 instructors in biology, 1 in chemistry and 1 in geography. All members present signed the FPIP documents.

b. Physical Science Lab Techs

It was emphasized that there is a dire need to hire one lab tech each for the following physical science disciplines: a lab tech for Physics and Astronomy, and another lab tech for Earth Science and related disciplines (Geology, Earth Science, Geography, and Oceanography).

3. Astronomy laboratory setup

E. Bell is putting together documents and budget necessary to set up the Lab. The document shall include justification as to why the astronomy Lab is important.

4. Cadaver lab setup

Sister M. Gertrude Hennessey distributed documents that detail the required items, potential cost per item and cost per category. The startup cost is estimated at \$17,800.

Sister M. Gertrude Hennessey also passed to members a sample anatomy policy of the University of Sydney, Australia. This sample policy details, among other things, issues related to access to body tissue storage equipment, safety, chemical hazards, professional standards of conduct, and receipts, storage, handling, tracking and disposal of bodies/human tissues.

3. REPORT FROM DIVISIONAL COMMITTEES

There were no reports presented.

4. OTHER BUSINESS?

No other business was discussed.

The next Divisional meeting was set for Tuesday, Dec 3rd, 2013 @ 4:15 pm.

The meeting was adjourned at 5:20 pm.