



## SCIENCE DIVISION

### Minutes of the Science Division Meeting

Date: Dec 3, 2013

Place: MSB 211

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

Members absent: Steven A. Fink; Patricia Zuk

Invited guest: Mr. Michael Goltermann, Dean of Student Services

The meeting was called to order by the chairperson at 4:15 pm.

The Chair thanked Mr. Goltermann for coming to clarify to members about the role of admissions in the enforcement of prerequisites. He then invited him to speak on how the process of enforcing prerequisite works.

Mr. Goltermann said that during the last academic year the academic senate approved implementation/enforcement of prerequisites. He further said that Computer Science division has fully implemented it since last semester and dental hygiene department is in the process of enforcing it beginning next semester (Spring 2014).

Regarding the Science division's desire to implement the electronic enforcement of prerequisites he said the following:

If the division, through its chairperson, can confirm to him that:

1. The prerequisites are in the course outlines on record and in the schedule (and will be in future catalogs if not already), and
2. Those same prerequisites are programmed into DEC; (academic affairs works with the chairs to program prerequisites into DEC), and
3. The division chair has worked with the counseling chair to ensure that there is an exception process in place for course equivalencies from other colleges,

Then he will instruct the District Office to "turn the prerequisites on" and admissions will start enforcing them. As long as he receives from the division chairperson the above confirmation within the next 4 months, he said the admissions office is going to enforce it starting Fall 2014.

When asked whether the prerequisite requirement is uniform throughout the District, he said it is not yet coordinated throughout the district so each college has to come up and implement its own prerequisites.

On the question of whether instructors can override the prerequisite requirement he said the division and instructors could use the prerequisite challenge form for this, but that would mean that students would run to the chair more often for exceptions.

Soon after the discussions on prerequisites were concluded, the chairperson asked members to read the Minutes of the divisional meeting from Oct 22, 2013. The Minutes were approved as presented.

Members did not raise any other businesses.

Finally, the chairperson thanked members for coming and adjourned the meeting at 5:00 pm.