



**SCIENCE DIVISION**  
MINUTES OF THE SCIENCE DIVISION MEETING

Date: Sep 24, 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. Welcoming Remarks
2. Approval of minutes (August 22, 2013)
3. Plant facilities follow-up report on the State of the MSA laboratories
4. Chair's report:
  - A. Winter Intersession
  - B. State of 2013-14 Budget
    - i. Supply budget
    - ii. Equipment budget
  - C. Program Review
5. Other Reports
  - A. Securing our laptops (E. Bell)
  - B. Purchase Telescopes for our Astronomy Program (E. Bell)
  - C. Setting up a Cadaver Lab (S. Fink, Tony Recht, Pat Zuk, Dr. Hennessey)
  - D. Setting up a Seismograph for our Earth Science Laboratories (B. Woldehaimanot)
  - E. From divisional Committees
6. Other business

The meeting was called to order by the chairperson at 4:20 pm.

#### **1. Welcoming Remarks**

The Chairperson welcomed all members in attendance.

#### **2. Approval of minutes from Aug 22, 2013**

The Minutes were approved with the following correction. On page 3, C.2., L. Escudero has to be changed to P. Zuk.

#### **3. Plant facilities follow-up report on the State of the MSA laboratories**

The chairperson informed members that Mr. A. Hansen could not make it on this meeting due to scheduling conflicts. It was noted that Mr. A. Hansen shall attend our next meeting. In the meantime, the chairperson informed members that Plant Facilities has completed most of the requested maintenance work. He said further details will be given by Mr. A. Hansen in our next month meeting.

#### **4. Chair's report:**

##### **A. Winter Intersession (Winter 2014)**

It was noted that the classes to be offered for the Winter Intersession were determined on the basis of the following:

- Courses most requested by students (data gathered by Dean of Research and Planning, Rebecca Tillberg)
- Courses required for completion of AA degrees or for transfer
- Courses that combine lecture and lab or courses that have accompanying labs
- Courses whose quality wouldn't be compromised if offered in a 5-week period

##### **B. State of 2013/14 Budget:**

###### **i. Supply budget**

The chairperson stated that the Division now has a very generous budget; Lab techs, Lisa and Dora, are working hard to make good use of the available money.

###### **ii. Equipment budget**

Regarding equipment budget, the chairperson informed members that the Division's request of \$15,000 for Lab Equipment submitted as part of the Program Review Process during the 2013/14 academic year has been approved by the College. He distributed a copy of the letter of approval of the requested funds (dated 9/10/2013) signed by the VP for Administrative Services.

##### **C. Program Review**

The chairperson stated that previously he was writing Program Review for all the disciplines of the Division with input from Division faculty. This time around, he wants to organize the Program Review process in such a way that the various disciplines will be grouped into three: Physical Sciences, Life Sciences and Earth Sciences. The team members for each of these groups will include M. Alemayehu and E. Bell for Physical Sciences; Tony Recht, S. Fink, L. Escudero, and P. Zuk for Life Sciences, B. Woldehaimanot for Earth Sciences, and A. Bahta, Team Manager.

In order for each team to be able to work on the Program Review, members have to participate in a training workshop organized by Rebecca Tillberg, Dean of Research and Planning. Members will have access to their Program Review documents in IES through the District Portal. A Program Review handbook was distributed to each team.

It was announced that the Program Review is due by 25 October, 2013. Due to this, the chairperson stressed the need for each team to complete the given task before the due date.

In connection to the Program Review, the chairperson also distributed to all members FPIP application forms for Fall 2013. He said application period for full time probationary faculty positions for 2014-15 is from Sep 24, 2013 to Oct 25, 2013. He asked members to communicate with him if they have any faculty hiring proposals for their respective disciplines.

## **5. Other Reports**

### **A. Securing our laptops (E. Bell)**

E. Bell explained to members a solution for securing the laptops. Members discussed the suggested solution and finally agreed to take this short-term solution until a more robust plan is in place.

### **B. Purchase of Telescopes for our Astronomy Program**

E. Bell said she is still working on a proposal.

### **C. Setting up a Cadaver Lab**

Faculty tasked with researching on how to set up the Cadaver Lab were still working on it. Sister Hennessey, a member of the Cadaver Lab setting up committee, explained the activities to date as follows:

She had spoken with Mr. Scott Barton from U.C. San Diego who indicated to her that he would be willing to work with the Science Division to setup protocols and obtain a cadaver. In her messages with him back and forth, she indicated that since her initial contact with him, a committee had been formed to look into the various issues surrounding the securing, storing, transporting and proper handling of human remains. He offered to be of help to our Division.

It was also mentioned that Steve has made inroads on the obtaining information about securing and transport portion of human remains. There remain issues of storage and proper handling so that we do not run into legal issue associated with improper record keeping and handling of human remains as several of our UC institutions have done in the past several years. Sister Hennessey said Mr. Barton reminded her that the State of California and each educational institution have their own set of rulings/procedures/protocols (of which Sister Hennessey said was not familiar). Sister Hennessey got the sense that Mr. Barton was willing to help us along these lines as well.

Furthermore, Sister Hennessey said that securing human remains is one side of the issue; having concise records of handling and arrangements for proper disposal on file

is another key factor that need to be in place. Two major campuses are still reeling from the sting of litigation over improper record keeping and or mismanagement of human remains (to put it nicely).

**D. Setting up a Seismograph for Earth Science Program**

B Woldehaimanot distributed a draft paper that discusses the justification for the need of a seismograph. He said he was still working on it.

**E. Divisional Committees**

P. Zuk and Tony Recht discussed their progress on the Green house. They are still working on identifying the needed restoration works and other resources (material, budget, etc.).

**6. Other Business**

There were no other issues raised by members. The chairperson announced that the next Divisional meeting will be on Friday, Oct 25, 2013 @ 9:00 am.

The meeting was adjourned with a vote of thanks by the chairperson at 5:35 pm.