



# HEALTH AND SAFETY SCIENCES DIVISION MEETING

**Monday, 2/01/2021**  
**Zoom**  
**3:30 p.m.**

**Type of Meeting:** Regular

**Note Taker:** Lisa Lugo

**Attendees:**

**Full-Time Faculty**

Yesenia Cota  
Debra Dickinson  
Lance Hodge  
Maria Kilayko  
Abu Taher Mahfuzur Rahman  
Susan Snyder  
Robert Desch  
Smith, Kimberly  
Brynin, Rona  
Wendy Stout  
Ann Volk  
Mary Jacobs  
Casey Scudmore  
Sandra Robinson

**Adjunct Faculty**

Melanie Richardson

**Classified Staff**

Lisa Lugo  
Sylvia Waller

**Guest**

Items	Person	Action
I. Approval of Minutes from 1/8/2021 Division Meeting	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Minutes approved.</li> <li>• Minutes from the previous year will be posted on the AVC website.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
II. Application Process for HSS Programs	Gregory Bormann	<p><b><u>Items Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Completed applications must be sent in the mail to be official.</li> </ul>

		<ul style="list-style-type: none"> <li>• Applications are available online on the AVC website.</li> <li>• Transcripts for application must be official.</li> <li>• Colleges that are only sending transcripts electronically will be accepted.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
III. COVID Update	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Campus will remain closed until March 15<sup>th</sup>.</li> <li>• Classified Staff projected to start being back on campus after March 15<sup>th</sup>.</li> <li>• Students to return back on campus for Fall Semester.</li> <li>• Classes are currently being set up with proper equipment to provide hybrid courses.</li> <li>• Masks and sanitizer are available if needed.</li> <li>• Continue to communicate and show professionalism regarding COVID exposure.</li> <li>• Those that need to will make up time to prevent exposure to others.</li> <li>• Education workers tier for vaccine is projected to be available in March.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
IV. Chair Elections	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>• Nominations for chairs can go directly to Greg.</li> <li>• There is a possibility of having election over Survey Monkey.</li> <li>• Possibility of staggering elections to not have complete turnover all over campus.</li> <li>• Currently gathering information to make this a better process.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
V. Evaluations	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p>

		<ul style="list-style-type: none"> <li>Evaluations that are up: Paularita, Laurie, Lance.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>None.</li> </ul> <p><b><u>Follow Up Items:</u></b></p> <ul style="list-style-type: none"> <li>None.</li> </ul>
VI. Faculty Professional Development	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>Please remind those you know of FPD. An email will be sent out as a reminder.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>None.</li> </ul> <p><b><u>Follow Up Items:</u></b> None.</p>
VII. Governance	Gregory Bormann	<p><b><u>Issues Discussed:</u></b></p> <ul style="list-style-type: none"> <li>An email will be sent by Lisa to all full time faculty immediately after the division meeting with more information regarding what is needed when submitted a plan.</li> </ul> <p><b><u>Action Taken:</u></b></p> <ul style="list-style-type: none"> <li>None.</li> </ul> <p><b><u>Follow Up Items:</u></b> None.</p>
VIII. Committee Reports	Casey Scudmore	<p><b><u>Academic Senate:</u></b></p> <ul style="list-style-type: none"> <li>Students' privacy concerns have been raised regarding proctoring</li> <li>Fuente program created for mostly Latino students to try to keep students on a transfer track.</li> <li>Faculty rep needed for Guided Pathways.</li> <li>Please keep in mind having your camera on during lecture is not the same as proctoring for an exam.</li> </ul> <p><b><u>Academic Policies and Procedures</u></b></p> <ul style="list-style-type: none"> <li>They are currently looking at the DE addendum piece is doing. The chancellor's office has not gave any information regarding that.</li> </ul> <p><b><u>Accreditation</u></b></p>

	Mary Jacobs	<ul style="list-style-type: none"> <li>• No Report.</li> </ul> <p><b><u>Distance Education and Technology</u></b></p> <ul style="list-style-type: none"> <li>• There are different proctoring softwares currently being taken into consideration for different teaching needs such as honorlock. Proctorios software contract with AVC is about to end.</li> <li>• Poker committee starting to be certified.</li> <li>• Training session will be offered later this spring.</li> </ul> <p><b><u>Faculty Professional Development:</u></b></p> <ul style="list-style-type: none"> <li>• A new software under development.</li> <li>• Allows those to add workshops throughout the year, makes possibility to have blanket approvals.</li> <li>• Proposals are due March 2<sup>nd</sup> to present.</li> <li>• For those that would like to add all FPD events to their calendar they are able to do so by going to FPD website and pressing google plus icon. It will automatically populate dates into your calendar</li> </ul>
	Casey Scudmore	<p><b><u>Information Technology</u></b></p> <ul style="list-style-type: none"> <li>• Classrooms are being fitted to accommodate hybrid teaching.</li> <li>• The AVC Gmail accounts are currently being prepared to be Microsoft office accounts to better differentiate between student and staff accounts.</li> </ul> <p><b><u>Honors Committee</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul> <p><b><u>Outcomes</u></b></p> <ul style="list-style-type: none"> <li>• No report.</li> </ul>
	Wendy Stout	<p><b><u>Program Review</u></b></p> <ul style="list-style-type: none"> <li>• There are still many program reviews outstanding that were due November 14<sup>th</sup>.</li> <li>• Peer reviews are still being done. The form will be changing for everyone and just be Annual program review.</li> </ul> <p><b><u>Safety</u></b></p> <ul style="list-style-type: none"> <li>• Questions regarding problems with mask wearing. How will we be able to identify people especially during active shooter situations?</li> </ul> <p><b><u>Strategic Planning</u></b></p>



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		<ul style="list-style-type: none"><li>• No Report.</li></ul>
IX. Other Items	All	The current process for the full time nursing faculty is not complete. After it is complete, the 2 <sup>nd</sup> posting will start back up soon after that.
X. Adjournment	Gregory Bormann	
<b>NEXT MEETING DATE:</b>		April 5, 2021 3:30pm