

Health & Safety Sciences Division Meeting Minutes

Friday, August 16, 2019

UH-217

4:00 pm – 11:30 am

Type of Meeting: *Regular*

Note Taker: Desireé Lee

Items	Person	Action
I. New Personnel	Gregory Bormann	<p><u>New Personnel:</u></p> <ol style="list-style-type: none"> 1. <u>New Clerical Assistant III</u> <ol style="list-style-type: none"> a. Desireé Lee is the “new Sylvia”, and will take over Sylvia Waller’s previous role as the Clerical Assistant III for the Health & Safety Sciences Division. b. Please contact her via email at dlee35@avc.edu or phone 661-722-6300 ext. 6867
II. Dr. Wendy Stout/Dr. Casey Scudmore	Gregory Bormann	<p><u>Dr. Wendy Stout/Dr. Casey Scudmore:</u></p> <ol style="list-style-type: none"> 1. <u>New Director of Nursing</u> <ol style="list-style-type: none"> a. Dr. Casey Scudmore has been named as the new Director of Nursing. 2. <u>New Director of Respiratory Therapy</u> <ol style="list-style-type: none"> a. Dr. Wendy Stout has been named as the new Director of Respiratory Therapy.
III. Evaluators for Faculty	Gregory Bormann	<p><u>Evaluators for Faculty:</u></p> <ol style="list-style-type: none"> 1. <u>12-15 Adjuncts</u> <ol style="list-style-type: none"> a. If you are a tenured faculty looking for extra FPD, there are 12-15 Adjunct faculty and 3 tenure-track faculty that are up for evaluation and need evaluators. <ol style="list-style-type: none"> i. Please contact Dean Bormann and Sylvia if you would like to volunteer.

<p>IV. FPD</p>	<p>Gregory Bormann</p>	<p><u>FPD:</u></p> <ol style="list-style-type: none"> 1. <u>Faculty Professional Development</u> <ol style="list-style-type: none"> a. Contracts have already started to come in. b. Hours per week are the LHE. c. If it is sent back, there will be an explanation of why it was returned. d. Adjuncts once a semester, Full-Time are once a year. e. Due to Dean Bormann by September 23, 2019.
<p>V. I.C.E.</p>	<p>Gregory Bormann</p>	<p><u>I.C.E.:</u></p> <ol style="list-style-type: none"> 1. <u>Immigration and Customs Enforcement</u> <ol style="list-style-type: none"> a. If ICE or law enforcement shows up at your classroom, <i>please do not be difficult.</i> b. Please work cooperatively and send them to the President's office first. <ol style="list-style-type: none"> i. Campus Police are a different story, and they need to be let into the classroom.
<p>VI. Time-Off/Missing Class (Notifications to students & Office)/Time Cards</p>	<p>Gregory Bormann</p>	<p><u>Time-Off/Missing Class/Time Cards:</u></p> <ol style="list-style-type: none"> 1. <u>Missing Classes</u> <ol style="list-style-type: none"> a. Please call 661-722-6300 ext. 6402 and send an email to Desiree Lee (dlee35@avc.edu), Sylvia Waller (swaller@avc.edu), and/or Dean Bormann (gbormann@avc.edu) <ol style="list-style-type: none"> i. If off-campus (i.e. recruiting), please submit a Trip Request prior to missing the course to ensure board approval and limit liability.

<p>VII. 4444 vs 911</p>	<p>Gregory Bormann</p>	<p><u>4444 vs 911:</u></p> <ol style="list-style-type: none"> 1. <u>Classroom Emergencies</u> <ol style="list-style-type: none"> a. Please dial 4444 from a campus phone for any classroom problems or emergencies.
<p>VIII. Committee Reports</p> <ul style="list-style-type: none"> • Academic Senate • Academic Policies & Procedures • Accreditation • Distance Education and Technology • Faculty Professional Development • Information Technology • Outcomes • Program Review • Safety 		<p><u>Academic Senate:</u> <u>H&SS Representatives – ...</u> The Academic Senate meeting was held [date].</p> <ol style="list-style-type: none"> 1. Proxy Needed for 4 Meetings <ol style="list-style-type: none"> a. Yesenia Cota volunteered. <p><u>Action Taken:</u> Information only</p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Academic Policies & Procedures (AP&P):</u> <u>H&SS Representatives – Mike Hutchison</u></p> <ol style="list-style-type: none"> 1. Second Representative Needed <ol style="list-style-type: none"> a. Second representative needed for the Fall 2019 term and proxies needed. b. Meetings are held on the 2nd and 4th Thursday of the month. c. All revisions are still going through CurricUNET and eLumen is scheduled to transition in the Spring. <p><u>Action Taken:</u> Information only</p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Accreditation:</u> <u>H&SS Representatives – 0</u></p> <ol style="list-style-type: none"> 1. No representatives present. <ol style="list-style-type: none"> a. [Topic Discussion]



		<p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Distance Education & Technology:</u> <u>H&SS Representatives – 0</u></p> <ol style="list-style-type: none"> 1. Committee has not met. <ol style="list-style-type: none"> a. First of the peer online course review team. b. All instructors will have to be reviewed by the team if requesting to teach an online course. <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Faculty Professional Development (FPD):</u> <u>H&SS Representatives – 0</u></p> <ol style="list-style-type: none"> 1. Proxy Request for 2nd & 4th Wednesdays 2:30 – 4:00 pm. <ol style="list-style-type: none"> a. N/A <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Information Technology:</u> <u>H&SS Representatives – 0</u></p> <ol style="list-style-type: none"> 1. Committee has not met. <ol style="list-style-type: none"> a. N/A <p><u>Action Taken:</u></p>
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		<p><i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Outcomes Committee:</u> <u>H&SS Representatives – Glenn Haller</u></p> <ol style="list-style-type: none">1. Outcomes Updates<ol style="list-style-type: none">a. Continue to assess your classes, and your action plans.b. Keep SLO data per faculty, per student.<ol style="list-style-type: none">i. If data is not available, grades will be used. Each faculty member will turn in the data, and it will be due at the same time as grades. <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Program Review:</u> <u>H&SS Representatives – 0</u></p> <ol style="list-style-type: none">1. No representatives<ol style="list-style-type: none">a. N/A <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Safety:</u> <u>H&SS Representatives – Mike Hutchison</u></p> <ol style="list-style-type: none">1. Upcoming Emergency Evacuation Drills<ol style="list-style-type: none">a. Look for the emergency evacuation drills coming in Fall 2019. Please be sure to
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		<p>determine whether or not your class is in the drill zone.</p> <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> <i>N/A</i></p>
IX. Other Items	All	<p><u>Classes are Full</u> Per Dean Bormann, only two classes were cancelled. All other classes are full.</p> <p>Discussion ensued regarding two classes that are in Palmdale requested to move to Lancaster. Resolution to offer a blended course.</p>
X. Adjournment	Gregory Bormann	<u>Meeting adjourned at 4:26 pm.</u>
NEXT MEETING DATE: (9/16/2019)		The next meeting will be held on Monday, September 16, 2019.