

Health & Safety Sciences Division Meeting Minutes		Friday, September 16, 2019 UH-217 3:30 pm – 5:00 pm
Type of Meeting: <i>Regular</i> Note Taker: Desireé Lee		
Items	Person	Action
I. Approve minutes August 16, 2019 Division Meeting	Gregory Bormann	<u>Approve Minutes:</u> 1. Minutes for the August 16, 2019 Division Meeting were approved.
II. Requisitions	Gregory Bormann	<u>Requisitions:</u> 1. <u>Requisition Completion</u> a. For those that in charge of ordering for their program/area please ensure that requisitions are entered into the system correctly. Please also ensure requisitions are turned in within a well-timed manner to ensure timely payment. i. <i>If you need assistance, please ask Dean Bormann, Sylvia, or Desireé in the Division office.</i>
III. ITS Helpdesk – EXT 6535 help@avc.edu	Gregory Bormann	<u>ITS Helpdesk:</u> 1. <u>AVC ID</u> a. The ITS Helpdesk phone number and email address are located on the agenda and minutes. b. If you are experiencing issues logging into the new AVC ID system, please do not call our office. i. Please call or email the ITS helpdesk.
IV. Syllabi & Office Hours	Gregory Bormann	<u>Syllabi & Office Hours:</u>

		<p><u>1. Syllabi and Office Hours now Overdue</u></p> <p>a. Please send your syllabi and Office Hours to the Division Office by emailing Desireé Lee at dlee35@avc.edu.</p>
<p>V. Curriculum Update</p>	<p>Gregory Bormann</p>	<p><u>Curriculum Update – Dr. Wendy Stout:</u></p> <p>1. CurricUNET</p> <p>a. Still utilizing CurricUNET, please (continue to) UPDATE your courses.</p> <p>b. Additionally, please check your advisories, as the lower division courses cannot be required.</p> <p>c. With eLumen it will be required to complete SLOs per student, per SLO.</p> <p>i. Please keep in mind for courses that have more than 3 SLOs, it may be beneficial to decrease the amount for reporting purposes.</p> <p>d. Finally, eLumen will not allow SLO changes. Each SLO has an achievement target and assessment value of 70% of the students.</p>
<p>VI. 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>Committee Representatives</p>	<p><u>Academic Senate:</u> <u>H&SS Representatives – Dr. Casey Scudmore</u></p> <p>The Academic Senate meeting was held [date].</p> <p>1. An email went out from President Knudson addressing the \$3.5 Million budget shortfall.</p> <p>a. Staff Development Funds are frozen until further notice.</p> <p>b. Staff positions may not be replaced; however, faculty prioritization will be held in October. Please keep information updated and compelling.</p>

2. ASO will host an event on October 2nd from 11-1pm in SSV-151.
 - a. Scott Wilkes & Tom Lackey will be attending, and requesting student attendance.
3. ASO
 - a. Jake Danielson (jdanielson1@avc.edu) is the ASO president and is looking for more student participation.
 - i. Please contact Jake if you know of students interested in participating.
4. Marauder Market
 - a. The Marauder Market (ran by Jennifer Winn of Student Life) is a FREE Farmer's Market for students to receive free produce and fruit.
5. Proxies for Senate has to be forwarded by the Dean.
 - a. Divisions can create a Proxy Pool.
6. Faculty are encouraged to attend board meetings.
7. OEI Certifications
 - a. Need committee members but only those that teach OEI.
8. Honors Committee is in need of committee members, please contact Tamira Palmetto Desplain or Glenn Haller for more information.

Action Taken:
Information only

		<p><u>Follow Up Items:</u> N/A</p> <p><u>Academic Policies & Procedures (AP&P):</u> <i>H&SS Representatives – Mike Hutchison</i></p> <ol style="list-style-type: none"> 1. Course & Program Revision Deadline <ol style="list-style-type: none"> a. Course revisions are due by October 10th. <ol style="list-style-type: none"> i. If the only substantial change is due to removing pre-requisite/advisory courses, please your AP&P rep know. 2. eLumen <ol style="list-style-type: none"> a. eLumen training will begin soon. <p><u>Action Taken:</u> <i>Information only</i></p> <p><u>Follow Up Items:</u> N/A</p> <p><u>Accreditation:</u> <i>H&SS Representatives – ()</i></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> <i>H&SS Representatives – Mary Jacobs</i></p> <ol style="list-style-type: none"> 1. AVC Online is still pending
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		<p>a. POCR (pronounced Po-ker): Peer Online Course Review. Requesting additional committee members.</p> <p>b. Community College districts are working diligently to be trained on the new policies and procedures.</p> <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 – (1)</u></p> <p>1. No committee members were present.</p> <p>a. Make sure that it is turned in and approved.</p> <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 – (Casey Scudmore)</u></p> <p>1. AVC ID</p> <p>a. The single sign-in should work for all websites</p> <p>i. Issues with CurricUNET, please report to ITS.</p> <p><u>Action Taken:</u> <i>Information only</i></p>
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VII. Other Items	All	<u>N/A</u>
VIII. Adjournment	Gregory Bormann	<u>Meeting adjourned at 4:08 pm.</u>
NEXT MEETING DATE: 11/4/2019		The next meeting will be held on November 4, 2019.