

Agenda/Minutes

Date: August 11, 2023
Meeting Place: UH 201
Time: 4:00 – 5:00 pm

Type of Meeting: Math, Science & Engineering division meeting

Note Taker: S. Olson

Please Review/Bring:

Committee Members/Attendees:

Jedidiah Lobos: Dean

Matthew Rainbow, Bassam Salameh, Roy Osawa, Mike Pesses, Alex Schroer, Dezdemonna Ginosian, Tongzhou Wang, Patricia Palavecino, Patricia Butterworth, David Bermea Jr., Mellissa Berube, Mariko Shimizu, Jason Bowen, Jessica Harper, Lauren Conroy, Mark McGovern, William Kitto, Peter Robles, Randy Ades

Items	Person	Action
I. Welcome	<i>Jedidiah Lobos</i>	<p>Welcome and introduction of new faculty and adjunct instructors. The VP of Academic Affairs will visit on Zoom at 4:20pm. Please exercise patience with students, staff and each other. Classrooms have been moved, and the ME building is going away. For new people, please look at your room assignments and request room changes in advance. Accommodating a change request today is difficult. Don't stand up the Dean; if you need to cancel/reschedule an appointment, call or email.</p> <p>Modality cannot be changed for Face-to-Face classes, as it could lead to Title V issues. I won't go to the classes to check on modality, but you can't do whatever you want. Think about the students.</p>
II. Attendance	<i>Jedidiah Lobos</i>	<p>Enrollment is down at Community Colleges. AVC seems to be doing well, but the next 3 years are going to be scary. The campus looks good and is getting better. For the first week, please be patient. Reconcile rosters and drop no-shows. Turn in your census on time. I will email a notice of census due date. Turn in your attendance records, with grades, at the end of the semester; electronic or paper. Dr. Nisani can show you how. There is a link for attendance. Please pay attention to any communications from Admissions & Records.</p>
III. Safety	<i>Jedidiah Lobos</i>	<p>We are delinquent with our Chemical Hygiene Plan (20+ years). Many disciplines use chemicals and we can't say "I didn't know". It is strongly suggested all labs have a lab safety agreement. Tailor it to your class. Chemical Hygiene Plan – initially the training was to be in-person only. It should be online. If you receive notification of training, please do it right away. This applies to everyone who would come into contact with any chemicals.</p>

IV.	STEM counseling	<i>Kristal Ibrahim</i>	Walk-in hours for STEM are the same as last semester. They start the second week of the semester.
V.	Open computer labs	<i>Jedidiah Lobos</i>	If students need to use a computer, please send them to Yoshida Hall. Flyers will be sent to you. There are also Macs with scanners on the second floor.
VI.	Greeting from V.P. of Academic Affairs	<i>Kathy Bakhit</i>	Dean Lobos is enthusiastic about student services. I hope to meet with you on campus next week. The student panel regarding student services was important. Instructors should add a list of support services to their syllabus. Survey students during the first week; ask how they have used AI content. Online instruction – explore online classes to meet student demand. Online tutoring – the link is www.avc.edu/lc (Canvas and Net tutor).
VII.	Online Labs	<i>Jedidiah Lobos</i>	Other colleges are not accepting Online Labs. USC hired an auditor to check every campus. They are saying the do not accept them. More details will be forthcoming. Discussion: If that is the case, don't offer Online labs. Is there an option of Hy-Flex? James Dorn is working on definitions.
VIII.	Covid rules	<i>Jedidiah Lobos</i>	Covid rules don't apply now. Please make sure you take care of yourself. Take a day off if you are sick. Faculty have 5 Personal Necessity days and 1 Personal Business day. When in doubt, call Payroll.
IX.		<i>Jedidiah Lobos</i>	If anyone has taken a community college class, raise your hand...You matter. Remember why you do this. I will leave you with this "if you want to go fast, go alone; if you want to go far, go together." We are #2 in FTS on campus, and a great division.