

# Minutes

**Date:** May 2, 2025

**Meeting Place:** UH 103

<https://avc.zoom.us/j/82759329118?pwd=Bo4f0JLVoupD9Q4YXt6yyucFWlPsCK.1>

**Time:** 10:00 – 12:00 pm

**Type of Meeting:** Math, Science & Engineering Division Meeting

**Note Taker:** A. Scribner

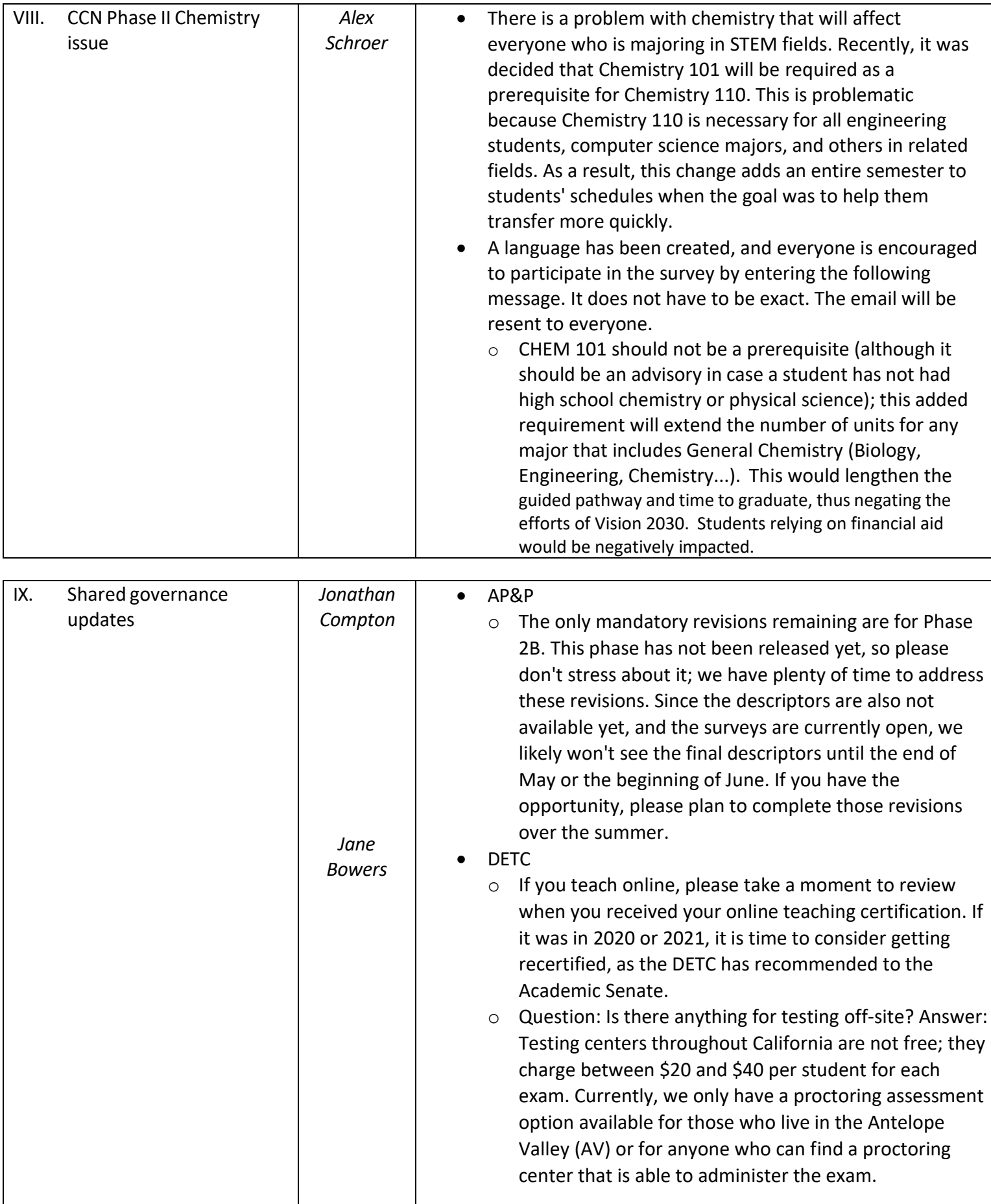
**Committee Members/Attendees:**

Sepehr Arbabi, Ricky Whitener, Jenna Jacobson, Jane Bowers, Dezdemonia Ginosian, Alex Schroer, Roberto Diaz, Emoni Cook, Randy Ades, Richard Biritwum, Matthew Rainbow, and Zoom Attendees.

Items	Person	Action
I. Welcome	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>Welcome!</li> <li>I hope this semester is going well. We have only four weeks left; we are almost there.</li> </ul>
II. Last day to drop	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>Please remind your students that today is the last day to drop. <ul style="list-style-type: none"> <li>You may want to email your students to inform them.</li> <li>Remind them about the importance of maintaining a healthy academic career.</li> </ul> </li> </ul>
III. Math Field Day	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>Math Field Day took place on April 18th, and it was an exciting event.</li> <li>A big "THANK YOU!" for their hard work and for all the effort put into setting this up, to: <ul style="list-style-type: none"> <li>Tooraj Gordi</li> <li>Suzanne Olson</li> <li>Roy Osawa</li> </ul> </li> <li>13 local area high schools participated.</li> <li>Students from SOAR (Palmdale and Lancaster), Quartz Hill, Lancaster, and Highland all took home individual and team medals.</li> <li>I believe we do not highlight these events enough. They truly inspire STEM students to continue their studies, as they participate in meaningful activities.</li> </ul>
IV. Outgoing chairs	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>Thank you to (6/30): <ul style="list-style-type: none"> <li>James Dorn</li> <li>Bassam Salameh</li> <li>Alex Schroer</li> </ul> </li> <li>We take a moment to acknowledge the outgoing chairs of the various departments. Their term continues until June 30<sup>th</sup>.</li> <li>They served as department chairs for 7 years.</li> </ul>

V.	Incoming chairs	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>• Thank you to and welcome (7/1): <ul style="list-style-type: none"> <li>○ Jane Bowers &amp; Peter McLoughlin for Math</li> <li>○ Osvaldo Larios Perez for Biology and Environmental Sciences</li> <li>○ Mike Pesses for Physical Sciences</li> </ul> </li> <li>• Thank you, and welcome to the incoming department chairs, who will begin their roles on July 1st.</li> </ul>
VI.	Plot-a-thon	<i>Angela Madsen</i>	<ul style="list-style-type: none"> <li>• Plot-a-thon is an event that originated at CSU Channel Islands and is now expanding to other colleges. They are exploring participation from local community colleges in the area. Last year, they invited California State University, Bakersfield (CSUB) to take part, so I believe CSUB will be attending this year. This means we also need to go. <ul style="list-style-type: none"> <li>○ We will have teams of students participating in this event, and I hope to recruit one team from AVC. Each team will consist of two to four students who have been trained throughout the year in various computer programming systems. There are four programming platforms that they can choose to work with: Python, Excel, or Tableau.</li> <li>○ The team can choose any program they want to work in, gaining experience throughout the year in various areas. CSUCI offers workshops that are open to everyone, so you don't need to be a CSUCI student to attend. These workshops are available both on Zoom and on campus.</li> <li>○ Students have 36 hours to create an infographic. When they arrive, they are given a large data set, but they have no prior knowledge of its content. They will face a few challenges, starting with the need to clean the data, as it is not organized. They must analyze the data to understand what it conveys and then design an infographic that effectively communicates the data's story to a random audience.</li> <li>○ Students are graded based on three criteria: how effectively they clean the data, how proficiently they use their chosen programming software, and how clear and easily understandable their infographic is. Does it tell a coherent story? Is it visually appealing? Do the graphs make sense in relation to the data?</li> <li>○ Students who participate in these events receive several benefits. First, it enhances their resumes, making them more appealing to future employers. Additionally, the events are enjoyable and often feel like a party, providing a great opportunity for students to interact with fellow enthusiasts. It also gives them interesting experiences to share. Another advantage is the potential for cash prizes; students who excel in various categories, such as first or second place, can earn significant amounts of money. Overall, these events are worth participating in.</li> <li>○ The event is scheduled for February 20th and 21st next year. It</li> </ul> </li> </ul>

		<p>will take place on the weekend, which should be the weekend after the Science Olympiad, so it won't interfere with anyone attending that event.</p> <ul style="list-style-type: none"> <li>○ Email <a href="mailto:angela.madsen@avc.edu">angela.madsen@avc.edu</a> if you are interested in joining.</li> <li>○ <a href="https://plot-a-thon.cikeys.com/">https://plot-a-thon.cikeys.com/</a></li> <li>○ Question: Who can participate?</li> <li>○ Response: College students enrolled at Antelope Valley College.</li> </ul>
VII. Common Course Numbering	<i>Hal Huntsman</i>	<ul style="list-style-type: none"> <li>● Update <ul style="list-style-type: none"> <li>○ In our fall schedule, we have listed six courses. These courses have been assigned new common course numbers, which means they all share the same templates. For instance, very importantly for us in this division, statistics changed from Math 115 to Stat C1000.</li> <li>○ The Phase 2 courses are currently being revised, which will include three biology courses, one astronomy course, three chemistry courses, and two math courses for our division. We can expect to see these courses offered next fall.</li> <li>○ We want to ensure that you are aware of the situation. The templates for these, which all 116 community colleges must follow, are being developed through a statewide process. Community college faculty are involved, and there are various opportunities for participation, some of which have been communicated to faculty via email.</li> <li>○ We have an additional set of courses starting soon: three biology courses and three mathematics courses. This will be the focus for the upcoming fall of 2027. These templates will be developed over the summer, and you will have an opportunity to provide input through surveys.</li> <li>○ Question: Is the Math 116 course numbering changing? Response: Not changing and probably will not change. Course selection for developing templates and common course numbering is based on popularity within the system.</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ In the meantime, for online classes, we have an option called Proctorio. This tool can record the students' camera, their screen activity, and web traffic. It allows instructors to monitor the student during the exam. Additionally, Proctorio has features that can disable the use of a second monitor, prevent the opening of new tabs, and restrict copying and pasting.</li> <li>○ Question: Can you mandate students to use Proctorio? Answer: If it is included in your syllabus, then absolutely. You can state that part of the class requires this.</li> </ul>
	<i>Hal Huntsman</i>	<ul style="list-style-type: none"> <li>• Equivalency               <ul style="list-style-type: none"> <li>○ If you are considering hiring someone in your area for the next cycle, please review your equivalencies and update them if necessary before the applications start coming in.</li> </ul> </li> </ul>
	<i>Jane Bowers</i>	<ul style="list-style-type: none"> <li>• FPDC               <ul style="list-style-type: none"> <li>○ Please ensure that you have completed up to 60 hours with your FPD.</li> </ul> </li> </ul>
	<i>Hal Huntsman</i>	<ul style="list-style-type: none"> <li>• Honors</li> <li>• Program Review               <ul style="list-style-type: none"> <li>○ The Program Review Committee is recommending a change to the program review cycle. They propose moving to a comprehensive four-year review cycle, complemented by annual updates. This new system is set to begin in the fall of 2026, which means that in fall 2025, we will continue with the usual process we have been following for the past few years.</li> <li>○ To clarify, the Program Review Committee is suggesting that these annual updates will go beyond simple checkboxes. Instead of just indicating that there is "nothing to report," there will be a form to complete that allows for a more thorough reflection on the past year. Through this process, we will be able to evaluate our progress and address any issues more effectively.</li> </ul> </li> </ul>
	<i>Jedidiah Lobos</i>	
	<i>Richard Biritwum</i>	<ul style="list-style-type: none"> <li>• Outcomes               <ul style="list-style-type: none"> <li>○ The outcomes committee requests that each of us submit samples of our semester exams for our courses. The reasoning is that they want to see if our exams are leading to the correct outcomes. Please email them to Gary Smith.</li> <li>○ I strongly suggest that if you are hearing this report and feeling hesitant, before you make a decision, consider typing up an email to Richard. This way, at the next outcomes meeting, Richard can present your concerns on behalf of MSE. This could help us gain clarification</li> </ul> </li> </ul>
	<i>Jedidiah Lobos</i>	

		on the real intent behind the message or show up to the next meeting.
X. Class Cancellations/Absence Reporting	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>Please make sure that if you cancel a class, that you contact the Division office (<b>by email and by phone, if necessary</b>) and fill out a leave/absence request in a timely manner with the necessary information (CRN, hours missed, etc.). <ul style="list-style-type: none"> <li>Hopefully, this is <b>BEFORE</b> a class starts.</li> </ul> </li> <li>Also, if you have arranged for a substitute for your class, please communicate that information as well BEFORE the absence occurs.</li> <li>Please make sure to notify students (if and when possible)</li> <li>If you are classified, “unless the unit member is incapacitated, the unit member shall call 30 minutes prior to start of the unit member’s work shift or no later than 30 minutes after the start of the unit member’s shift, on the day of intended absence”. For more information regarding leaves, please consult Article X of the Classified CBA.</li> <li><b>Please make an effort, when possible, to submit leave requests in a timely manner, especially when it comes to vacations, and inform the Division office <i>prior</i> to taking leave.</b></li> </ul>
XI. If you are sick...	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>If you are sick (the flu, COVID, etc)... <ul style="list-style-type: none"> <li>Please make sure you take care of yourself.</li> <li>Currently, there is no option to teach your class from home (remote work). Please notify the Division Office (<b>by email and by phone, if necessary</b>) and we will attempt to put a call out for a substitute.</li> <li>Consult Article V of the Faculty CBA or Article X of the Classified CBA for information regarding sick leave or call Payroll.</li> <li>Remind students to take care of themselves.</li> </ul> </li> </ul>
XII. Please let the Division office know if...	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>There are safety concerns <ul style="list-style-type: none"> <li>Phones that do not work/missing</li> <li>Lights that are out/ dark areas in and around UH</li> <li>Things just don’t seem right...</li> </ul> </li> <li>For safety, remind students, especially those in night classes, to use the buddy system when going out. It is important to avoid dark areas and stay safe overall.</li> <li>I have raised concerns about the cleanliness of Uhazy Hall with the facilities team. In fact, about a month and a half ago, I conducted a walkthrough with facilities and maintenance planning to address this issue. Additionally, I suggested installing benches in some of the wider parts of the hallway. This would provide students with a place to</li> </ul>

		<p>sit, as sitting on the floor not only creates discomfort but also poses a tripping hazard.</p>
XIII. We are ALMOST there!	<i>Jedi Lobos</i>	<ul style="list-style-type: none"> <li>• <b>The end of the semester is soon upon us!</b></li> <li>• <b>Graduation time!</b> <ul style="list-style-type: none"> <li>○ It is going to be May 30th.</li> </ul> </li> </ul>
XIV. Closing comments	<i>Jamie Jones</i>	<ul style="list-style-type: none"> <li>• This year, there will be a block party in two weeks, on May 15th, which is a Thursday. If you're available, the event will take place from 4 PM to 7 PM. There will be a table for MESA, and it would be great if you could join us to discuss your program. This community event usually attracts families and students who are interested in attending.</li> </ul>