

**Math and Sciences  
Division Meeting**

**10/03/14  
2:00 PM  
HS 173**

**Meeting called by:** Dr. Les Uhazy      **Type of meeting:** Regular

**Note taker:** *Dr. Uhazy (in Wendy's absence, sorry!)*

**Attendees:** Jessica Harper, Neena Suri, Larry Gorden, William Kitto, Magdalena Caproiu, Tooraj Gordi, Roy Osawa, Paul Ahad, Genie Trow, Tom Higgins, Aurora Burd, Pavinee Villapando, Carlos Hernandez, Nancy Cholvin, Zia Nisani, Debra Anderson, Cindy Hendrix, George Shahla, Luis Enriquez, Junko Suzuki, Neal Weisenberger, David Newman, Osvaldo Larios, Pamela Walton, Michael Tran, Norman Hines, Bassam Salameh, Snizhana Jane Bowers, Matthew Rainbow, Suresh Suri

**Excused Absences:** Christos Valiotis, Anne Hemsley, Alex Schroer

<b>Accreditation</b>		Tina McDermott, Faculty Accreditation Coordinator	
<p><b>Discussion:</b> Ms. McDermott presented on the role of faculty in accreditation and discussed their importance in the preparation of our Self Study as part of the Cycle of Accreditation.</p>			
<p><b>Action items:</b></p> <p>Divisional Faculty should continue with their assessment of Student Learning Outcomes and provide important outcomes data and action plans via the Program Review process. Participate in the development of the college Self Study.</p>		<p><b>Person(s) responsible:</b></p> <p>Everyone</p>	<p><b>Deadline:</b></p> <p>Now</p>
<b>Academic Development (Basic Skills)</b>		Les Uhazy and Tooraj Gordi	
<p><b>Discussion:</b> A general discussion was held concerning the development of an Academic Development Division or Department that would centralize the administration and continued operations of the basic skills program in response to student needs. With reference to the CB21 meeting, the development of C-ID descriptors for basic skills math courses and a common assessment test were addressed. Math faculty members expressed a willingness to teach in the Academic Development arena with retention of their connection to the Mathematics Department.</p>			
<p><b>Action items:</b> Tooraj Gordi and the Dean will continue to monitor the evolution of the Academic Development Division or Department.</p>		<p><b>Person responsible:</b></p> <p><i>Tooraj Gordi and the Dean</i></p>	<p><b>Deadline:</b></p> <p>N/A</p>
<b>AP&amp;P Report</b>		Tooraj Gordi and Mark McGovern	
<p><b>Discussion:</b> Significant Lapse in Time and grade changes due to course repetition were discussed. Specifically: 1) change in the significant lapse in time from 5 years to 3 years (36 months) and 2) the use of the newer standard grade when calculating the student's GPA following a course repeat. The majority of faculty present agreed to reduce the lapse time to 3 years and approved that the most recent grade would be used to calculate the GPA.</p>			
<p><b>Action items:</b></p> <p>Report division decision to next AP&amp;P Committee meeting.</p>		<p><b>Person responsible:</b></p> <p><i>Tooraj Gordi and Mark McGovern</i></p>	<p><b>Deadline:</b></p> <p>10/09/2014</p>

**Academic Senate – Proxy Pools**

Drs. Harper and Nisani

**Discussion:** Following a brief discussion, Academic Senate proxies for Dr. Zia Nisani, Dezdemonia Ginosian and Dr. Jessica Harper were identified: Ms. Eugenie Trow and Dr. Jason Bowen.

**Action item:**

Provide the Academic Senate Office with the names of the Senatorial proxies.

**Person responsible:**

Nisani, Ginosian, Harper

**Deadline:**

10/17/2014

**Divisional Chair Process**

Dr. Uhazy

**Discussion:** All indicators are that the Division will be named Mathematics and Sciences and that three departments will be identified: Mathematics, Physical Sciences, and Biological and Environmental Sciences. It is anticipated that final full time equivalent faculty (FTEF) data will be provided very soon and the Candidate Questionnaire will be distributed to all faculty. Interested candidates will be able to complete the questionnaire and an election ballot will be prepared.

**Action item:**

Once FTEF data is available prepare for chair selections.

**Person responsible:**

Dean

**Deadline:**

ASAP

**Program Review Update**

Dr. Uhazy

**Discussion:** The division was again reminded that its Comprehensive Program Review was due to the Program Review Committee by the end of October. The Biological Sciences and Physical Sciences reported progress. Mathematics is collecting data.

**Action item:**

Work to complete the divisional Comprehensive Program Review in a timely manner.

**Person (s) responsible:**

All

**Deadline:**

10-24-14