



**Division of Science and Mathematics**

Meeting Date: Nov. 3rd, 2016

Meeting Time: 12pm – 1pm

Location: room 1803

Present: Najla Abrao, Jose Alegre, Agnello Braganza, Miranda Braselton, Debra Caldwell, Robert Cattolica, Desmond Chun, Christine Coreno, Daryl Crew, Tim Dave, Matt Davis, Carlos Enriquez, Veronica Enriquez, Dave Fouquet, Donna Gibson, Antonio Gonzalez, Lynn Hansen, Scott Hildreth, Ming-Lun Ho, Kyle Ishibashi, Erin Kelly, Jennifer Lange, Zarir Marawala, Bruce Mayer, Keith Mehl, Andreas Mueller, Adolph Oliver, Rebecca Otto, Wayne Pitcher, Maggie Schumacher, Cindy Stubblebine, Jonathan Traugott, Jeffrey Tsao, Andrew Wells, Charlene Wieser, Patricia Wu

Topic	Information/Action
<p><b>NEW ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Co-curricular Account (\$762.75)</b> – All</li> <li>• <b>Collaborative Scheduling Process: Ideas?</b> - All               <ul style="list-style-type: none"> <li>a. Sub-Committee to develop course clusters (ex. CS20 + PHYS 4C + Math 8)?</li> </ul> </li> <li>• <b>Discipline Coordinator Allocations</b> - Char</li> <li>• <b>Tutor/LA recommendations Due Nov. 10<sup>th</sup></b> - Christine</li> <li>• <b>Canvas Conversion</b> – Laurie and Char</li> <li>• <b>SU/FA 2017 Schedules: 1<sup>st</sup> draft due Dec. 1<sup>st</sup></b> – All               <ul style="list-style-type: none"> <li>a. Argos reports for SU16 and Fa 16 – Helpful?</li> </ul> </li> <li>• <b>Curriculum Committee Presentations</b> - Erin</li> </ul>	<p><b>NEW ITEMS</b></p> <ul style="list-style-type: none"> <li>• <b>Co-Curricular Account:</b> Suggestions for use of co-curricular account included Division Meeting lunches, club awards, awards ceremony.               <p><b>Action:</b> Char will develop a survey to allow Division members to vote on the activity to be funded with the co-curricular funds.</p> </li> <li>• <b>Collaborative Scheduling Process:</b> Division faculty to revisit course work roadmaps as well as to ID discipline patters to prevent conflicts. Once finalized, roadmaps to be published to the Division website.               <p><b>Action:</b> Char to send a Doodle poll to schedule meeting to review roadmaps in January.</p> </li> <li>• <b>Discipline Coordinator Allocations:</b> 1.3 FTE is available for re-allocation. As opposed to each Discipline having a Disciple Coordinator (DC), it was recommended that an Assistant Dean or Division Coordinator would benefit the Division as a whole.               <p><b>Action:</b> Dc’s requesting more FTE should email Char their justification along with requested FTE no later than <b>Monday, Nov. 14<sup>th</sup></b>. Char will agendize discussion regarding Assist. Dean/Division Coordinator at the next Division Meeting.</p> </li> <li>• <b>Tutor/LA recommendations:</b> Need recommended tutors and learning assistants (LA). To learn more about LA’s, a brochure is available in the Division Office.</li> <li>• <b>Action:</b> Please send the names and W#’s of students in your courses who would make good tutors to <a href="mailto:LearningConnection@chabotcollege.edu">LearningConnection@chabotcollege.edu</a> by <b>NOVEMBER 10th</b>.</li> </ul>

**Mission Statement**

*Chabot College is a public comprehensive community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. Our students contribute to the intellectual, cultural, physical, and economic vitality of the region. The college responds to the educational and workforce development needs of our regional population and economy. As a leader in higher education, we promote excellence and equity in our academic and student support services. We are dedicated to student learning inside and outside the classroom to support students’ achievement of their educational goals.*

<p><b>Brief Committee Updates – Information only. If you have questions, please contact the Division Rep after the meeting</b></p> <ul style="list-style-type: none"> <li>• Academic Senate</li> <li>• Basic Skills</li> <li>• Classified Senate</li> <li>• Curriculum</li> <li>• COOL</li> <li>• Enrollment Management</li> <li>• Facilities</li> <li>• Health and Safety</li> <li>• SLOAC</li> <li>• Other?</li> </ul> <p><b>Reminders</b></p> <ul style="list-style-type: none"> <li>• <b>Discipline Coordinators</b> – Inform the Division Office so we can create your PAF</li> <li>• <b>Evaluations</b> – Please submit completed evaluations to Division office</li> <li>• <b>Census Rosters</b> – Please submit ASAP. Thank you to those who have submitted.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Canvas Conversion:</b> Timeline is on the Division Wikisite on the Division meeting schedule page under ‘documents’. The College will be providing a train the trainer session in March 2017 for 20 faculty. <b>Action:</b> Email Char if you are interested in the train the trainer session in March.</li> <li>• <b>SU/FA 2017 Schedules:</b> 1<sup>st</sup> draft is due Dec. 1<sup>st</sup>. <b>Action:</b> For scheduling purposes, Char to distribute SU16 and FA16 class cancelation lists.</li> <li>• <b>Curriculum Committee Presentations:</b> The Science and Math Division is scheduled to Present on Nov. 15<sup>th</sup> at the curriculum committee. <b>Action:</b> Faculty planning to present (or if you’re unsure if you need to present) please touch base with Erin (<a href="mailto:ekelly@peralta.edu">ekelly@peralta.edu</a>)</li> </ul> <p><b>Committee Updates</b></p> <ul style="list-style-type: none"> <li>• <b>Academic Senate</b> – BAM Controversy. Please attempt to attend the Nov. 15<sup>th</sup> board meeting at Chabot. Meeting starts at 6:30p.</li> <li>• <b>Basic Skills</b></li> <li>• <b>Classified Senate</b></li> <li>• <b>Curriculum</b> – Division to present at Nov. 15<sup>th</sup> meeting</li> <li>• <b>COOL</b> – Free canvas and online development classes! Canvas Demo Webinar: <a href="http://www.onefortraining.org/node/892">http://www.onefortraining.org/node/892</a></li> <li>• <b>Enrollment Management</b></li> <li>• <b>Facilities</b> – STEM Building (aka BIOL Phase II) was ranked #2 on the priority list</li> <li>• <b>Health and Safety</b> – If you have a student who has an accident on campus, inform the Dean and Campus Security. The incident forms can be found in the Division Office.</li> <li>• <b>SLOAC</b> – Curricunet SLO module is live</li> <li>• <b>Other</b> – Sign-up for Days of Service. Please share with your students: <a href="http://www.chabotcollege.edu/counseling/fye/2016-fall-days-of-service-copy.asp">http://www.chabotcollege.edu/counseling/fye/2016-fall-days-of-service-copy.asp</a>.</li> </ul>
<p><b>Other? – Future items: Assistant Dean/Division Coord.</b> <b>NEXT Meeting: Dec. 1st, 2016 @ 12pm in room 1803</b></p>	

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