

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES  
CHAIRS & DIRECTORS MEETING  
Thursday, August 11, 2011  
10:00AM – 11:30AM  
Room M-202

- I. Welcome Back!
- II. Announcements
  - A. Welcome new chair Harvey Wilensky
  - B. Welcome new school secretary Melanie Cordero
  - C. Welcome new departments of Biological & Physical Sciences
  - D. The Department Chair
  - E. S remodel AV meeting for faculty: 8/19 10AM in M-201
  - F. Podium training
  - G. M-Bldg: key required for adjunct offices access, side doors for egress only
  - H. Other
- III. Reports on Summer Activities
  - A. Biological Science – Marie
  - B. Math - Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
  - F. Athletics – Nick on vacation
  - G. Science ILTs – Vuong
- IV. Discussion Items
  - A. Enrollment Management
    1. Fall 2011 enrollment report – high fill rates as expected
    2. Spring 2012
      - Tentative allocation
      - Schedule Development ISIS Deadline – 9/16
      - Comments from Melanie
  - B. Adjunct Orientation: August 17
    1. Department chair topics to cover
    2. Room assignments for Department meetings
      - Math – Room M-201
      - Biological Science – Room S5-103
      - Physical Science – S5-203
      - Health, Exercise Science, & Nutrition – Fitness Center before orientation
  - C. School Meeting: August 18 in room M-201 at 1:00PM
    1. Agenda
      - Department Chairs brief report
      - Sabbatical report – Gina

- Enrollment report
  - School Goals for 2011-2012
  - Other suggestions for topic inclusion
2. Department meetings to follow at 2:00PM
    - Math – Room M-210
    - Biological Science – Room S5-103
    - Physical Science – Room S5-203
    - Health, Exercise Science, & Nutrition – J-203
- D. School & Department Goals for 2011-2012
1. BMS Program Review Synthesis to support school goals
  2. School chairs meetings: Department Program Review Presentations – identify list of activities to support goals
- E. Faculty Evaluations for Fall
1. Promotion
    - Patti Flower
    - Rod Porter
  2. Adjunct Faculty
    - Evaluate 1<sup>st</sup> semester of employment
    - At least once every 6 semesters
    - Letter recommended if evaluation “needs development”
    - Evaluator & Evaluatee meet to discuss findings; get signatures; pass to Chair for review
    - Review list of adjunct needing evals this fall
- F. Weekly standing meeting times with Paulette
- Nick – Mondays at 2-3PM?
  - Rod – Mondays at 3-4PM?
  - Linda – Thursdays at 9:30-10:30AM?
  - Marie – Tuesdays at 2:30-3:30PM?
  - Harvey – Thursdays at 4-5PM?
  - Sandy – Wednesdays after 2:30PM?
- G. Program Reviews: Annual Reviews for ALL due October 15
- H. SLOACs –Game plan presented at Chairs Academy
- I. Other
- V. Future Meeting Dates
- Fridays at 10am – 11:30am
- September 9, 23
- October 7, 21
- November 4
- December 2

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES  
CHAIRS & DIRECTORS MEETING  
Friday September 9, 2011  
10:00AM – 11:30AM Room M-202

## MEETING CANCELLED – POWER OUTAGE!!!!

- VI. Announcements
  - A. Happy Birthday Marie!
  - B. 9/26: Chemistry, Physical Science, Biology, & Math Presentations
  - C. Census roster reminder – 14 calendar days after census  
16-week sessions census date was 9/6; rosters are due 9/20
  - D. Program Cards, Syllabi, TAOs, Keys & Codes
  - E. Other
  
- VII. Reports
  - A. Biological Science – Marie
  - B. Math - Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  
- VIII. Discussion Items
  - A. Department PR School Presentations – Feedback
  - B. Enrollment Management
    - 1. Fall 2011 enrollment report (attachment)
    - 2. Spring 2012 Schedule
      - Schedule Development ISIS Deadline – 9/16
  - C. Department PR & School Goals for 2011-2012
    - 1. School chairs meetings: Department Program Review Presentations – identify list of activities to support goals
  - D. Faculty Evaluations for Fall
    - 1. Adjunct Faculty –
      - List has been updated with JT
      - Assign contract faculty to 3 evaluatees/year
      - Give faculty evaluators guidance
  - E. Program Reviews: Annual Reviews for ALL due October 15
  - F. SLOACs – 2 Assessment Cycles completed by Fall 2012
  - G. Other
  
- IX. Future Meeting Dates
  - Fridays at 10am – 11:30am
  - September 23
  - October 7, 21
  - November 4
  - December 2

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday September 23, 2011

10:00AM – 11:30AM Room M-202

- I. Welcome & PR Presentations – Room M-201  
Presentations: MLTT, Biology, Exercise Science, & Athletics
  
- II. Announcements
  - A. Happy Birthday Harvey!
  - B. 10/7: Chemistry, Physical Science, & Math Presentations
  - C. Census rosters overdue – The List (on-line)  
16-week sessions census date was 9/6; paper rosters due 9/20
  - D. Syllabi still due from Math & Exercise Science
  - E. Adjunct faculty office space – add M-107A
  - F. Adjunct faculty evaluation reminders
  - G. New on-line training opportunity available
  - H. Faculty Travel decision-making process - Marie
  - I. Other
  
- III. Reports
  - A. Biological Science – Marie
  - B. Math - Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  
- IV. Discussion Items
  - A. Department PR: Annual Reviews for ALL due 10/14
    1. School Presentations – Feedback
    2. PR Questions/Discussion
  - B. SLOACs – 2 Assessment Cycles completed by Fall 2012**
  - C. Enrollment Management
    1. Fall 2011 enrollment report
    2. Spring 2012 Schedule - Final Deadline – 9/23
  - D. Chancellor's Budget Report 9/19: Summary/Comments
  - E. MBEPS Faculty Mini-Lecture Series? Day? Time? Frequency?
  - F. Other
  
- V. Future Meeting Dates  
Fridays at 10am – 11:30am  
October 7, 21  
November 4, December 2

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday October 7, 2011

10:00AM – 11:30AM Room M-202

- X. Welcome & PR Presentations – Room M-201  
Presentations: Chemistry, Mathematics, & Physical Sciences
  
- XI. Announcements
  - A. Textbook requests for Spring 2012
  - B. Adjunct faculty evaluation reminders
  - C. Accreditation Visit – Monday, 11/7
  - D. M-Bldg tables
  - E. Other
  
- XII. Reports
  - A. Biological Science – Marie  
+ Faculty Travel decision-making process
  - B. Math - Harvey
  - C. Physical Sciences – Linda  
+ On-line training
  - D. SCBC - Sandy
  - E. Exercise Science – Rod  
+ PHYE waivers for graduation
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  
- XIII. Discussion Items
  - A. Department PR: Annual Reviews for ALL due 10/14
    - 1. School Presentations – Feedback
    - 2. PR Questions/Discussion
    - 3. How to use data
  - B. SLOACs
    - 1. Target Task: 2 Assessment Cycles completed by Fall 2012
      - Department progress reports
    - 2. SLOs & course syllabi
  - C. Enrollment Management
    - 1. Spring 2012 Schedule - Printed Deadline – 10/10
    - 2. Summer?
  - D. MBEPS Faculty Mini-Lecture Series: Thursdays 1:00 – 2:00PM
    - 1. 10/27 Marie McMahon: Education and the 7 Liberal Arts
    - 2. 11/10 Volunteer & Topic ???
  - E. Hiring Committee Issues – Rod/Linda
  - F. Other
  
- XIV. Future Meeting Dates

Fridays at 10am – 11:30am

October 21

November 4

December 2

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday October 21, 2011

10:00AM – 11:30AM Room M-202

- XV. Announcements
  - A. SDUSD & SDCCD meeting 10/18 issues
  - B. Parking structure opening 10/24
  - C. VPI hiring progress
  - D. ILT-Biology hired: Terhea Williams
  - E. Adjunct faculty evaluation reminders
  - F. Other
  
- XVI. Reports
  - A. Biological Science – Marie
    - + Faculty Travel decision-making process
  - B. Math & priority position – Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
    - + PHYE waivers for graduation
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  
- XVII. Discussion Items
  - A. Prep for Accreditation Visit : Monday, 11/7
  - B. Program Reviews
    - 1. MBEPS School PR Annual Review coming soon
    - 2. Need signature pages
  - C. SLOACs
    - 1. Target Task: 2 Assessment Cycles completed by Fall12
      - Department progress reports
    - 2. SLOs & course syllabi
  - D. Enrollment Management
    - 1. Spring 2012 Schedule & Registration Timeline
    - 2. Summer?
    - 3. Growth to 25,000 worksheet
  - E. MBEPS Faculty Mini-Lecture Series: Spring 2012 Thurs 1– 2PM
    - 1. Planning Report
    - 2. Speakers: Marie McMahan, Rod Porter, +2 others
  - F. MBEPS School disciplines & college website project
  - G. Other
  
- XVIII. Future Meeting Dates
  - Fridays at 10am – 11:30am
  - November 4
  - December 2

# SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

## CHAIRS & DIRECTORS MEETING

Friday November 4, 2011

10:00AM – 11:30AM Room M-202

- I. Announcements
  - A. Accreditation Visit : Monday, 11/7
  - B. VPI hiring progress
  - C. Parking Structure/Police Substation Grand Opening: 11/28 10AM
  - D. LLRC Opening delay
  - E. S Bldg Progress: DSA 1/12, Construction begins Fall 12 (15 mos. project → Open for classes Spring 14 ☺)
  - F. Adjunct faculty evaluations - Melanie
  - G. Thanksgiving Holiday week & MBEPS office hours: 7AM – 3:30PM
  - H. Other
  
- II. Reports
  - A. Biological Science – Marie
  - B. Math & priority position – Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  - H. MBEPS Faculty Mini-Lecture Series
  - I. MBEPS College Website Project
  
- III. Discussion Items
  - A. Program Reviews
    1. MBEPS School PR editions/signatures
    2. Timely curriculum tasks
    3. MBEPS Program select data review
  - B. Curriculum Revisions & SLOACs
    1. Department progress reports
    2. SLOs & course syllabi
  - C. Enrollment Management
    1. Spring 2012
      - Registration begins 12/2
      - TAOs in mailboxes by 11/18
  - D. Summer Session? Ideas
  - E. Discretionary Budget Development – supplies, etc.
  - F. School Name
  - G. Holiday Open House: Need date/participation
  - H. Other
  
- IV. Future Meeting Date: December 2  
Friday at 10am – 11:30am

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday December 2, 2011

10:00AM – 11:30AM Room M-202

- I. Announcements
  - A. Replacement MATH position approved
  - B. Recommending Rod Porter for promotion to professor!
  - C. S Bldg Progress: FF&E requires augmentation
  - D. Spring 2012 Adjunct Orientation: Tuesday, 1/17/12 6-8PM
  - E. Other
  
- II. Reports
  - A. Biological Science – Marie
  - B. Math – Harvey
  - C. Physical Sciences – Linda
  - D. SCBC - Sandy
  - E. Exercise Science – Rod
  - F. Athletics – Nick
  - G. Science ILTs – Vuong
  - H. MBEPS Faculty Mini-Lecture Series – Title & Abstract by 12/9
  - I. MBEPS College Website Project
  - J. Adjunct Faculty Evaluations - Melanie
  
- III. Discussion Items
  - A. Curriculum Revisions & SLOACs
    1. Department progress reports
    2. SLOs & course syllabi
  - B. Enrollment Management
    1. Spring 2012
      - Registration begins 12/2
      - TAOs & info sheet to adjuncts
      - Program cards & overload TAOs 12/5
      - No news to cut classes
    2. Summer? – no news
  - C. Summer: Green light for STEM & Sports!
  - D. Discretionary Budget Development – supplies, etc.
  - E. School Name: any afterthoughts?
  - F. Holiday Open House: 12/8, 12/13, or 12/15?
  - G. Other
  
- IV. Pre-Spring 2012 meeting date options:
  - Thursday, 1/12 at 10AM or 1PM
  - Friday, 1/13

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Thursday, January 12, 2012

10:00AM – 11:30AM Room M-202

- VI. Announcements
  - A. Welcome VPI Dr. Jerry Buckley
  - B. Replacement MATH position to be announced
  - C. Recommending R. Porter & P. Flower for promotion to professor!
  - D. SCBC Event 1/13-14: "Incorporating Workforce Development into your Curricula"
  - E. Academic Standards letters
  - F. Other
  
- VII. Reports
  - A. Math – Harvey
  - B. Exercise Science – Rod
  - C. Athletics – Nick
  - D. Biological Science – Marie
  - E. Physical Sciences – Linda
  - F. SCBC - Sandy
  - G. Science ILTs – Vuong
  - H. S-Bldg Addition Progress - Paulette
  - I. MBEPS Faculty Mini-Lecture Series – "Food for Thought: Brown Bag Series"
  - J. MBEPS College Website Project
  - K. Adjunct Faculty Evaluations - Melanie
  
- VIII. Discussion Items
  - A. Curriculum Revisions & SLOACs
    - 1. Curriculum & catalog revisions
    - 2. Department progress reports on Fall 2011 SLOs assessments
    - 3. Course syllabi reviews - PLEASE
  - B. Enrollment Management
    - 1. Spring 2012 enrollment report
    - 2. Possible FTEF for Spring 2012 high demand/high productivity 12WK2 & 8WK2 sections
    - 3. Summer 2012 – no news
  - C. S<sup>3</sup> - Summer STEM & Sports Report
  - D. 2012-2013 Discretionary Budget
  - E. Statewide Student Success Task Force Recommendations
  - F. Adjunct Orientation: January 17
    - 1. Draft Agenda
    - 2. Important talking points
  - G. Spring Convocation

H. School Meetings: January 19

1. Draft Agenda
2. Brief report from department chairs
3. School goals & program review summary

I. Contract Faculty Evaluations

1. Biennial Evals: Bowers-Gentry, Haidar, & Sinkaset
2. Triennial Peer Evals: Figueroa & Wilensky

J. Proposed weekly standing meeting times with Paulette:

- Rod – Mondays 3-4
- Linda –Wednesdays 11-12
- Marie –Wednesdays 10-11
- Harvey – Thursdays 11-12
- Nick – Mondays 2-3
- Sandy – Tuesdays 3-4
- Vuong – Tuesdays 1:30-2

K. Other

IX. Future Meeting Dates

- Fridays at 10am – 11:30am
- February 10
- March 2, 16
- April 20
- May 4

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday, March 2, 2012

10:00AM – 11:30AM Room M-202

- X. Announcements
  - A. Brown Bags Lecture Series Feedback & 5/1 Dr. Antonio Grillo-Lopez
  - B. Science Week Activities: 3/17 at Miramar
  - C. S<sup>2</sup> at MC is a go as SCBC activity...open for other summer activities
  - D. Campus AC project – March-May
  - E. Study Abroad handouts
  - F. Civility & mutual respect District proposed policy
  - G. ATC position approved...waiting for go ahead to hire
  - H. Discretionary budgets must be expended!
  - I. Other
  
- XI. Reports
  - A. Exercise Science – Rod
  - B. Athletics – Nick
  - C. Math – Harvey
  - D. Biological Science – Marie
  - E. Physical Sciences – Linda
  - F. SCBC - Sandy
  - G. Science ILTs – No Report
  - H. S-Bldg Addition Progress - Paulette
  - I. MBEPS College Website Project
  - J. Syllabi & Adjunct Faculty Evaluations - Melanie
  
- XII. Discussion Items
  - A. Educational Master Planning
    - 1. Grow to 10,000 FTES
    - 2. Equipment cost & priority requests for planning
  - B. Accreditation & SLOACs
    - 1. Department progress reports on Fall 2011 SLOs assessments – PS department progress example
    - 2. Syllabi & SLOs
  - C. Enrollment Management & Budget
    - 1. Spring 2012 enrollment report from 2/11/12 tallies 1085 FTES/57 FTEF →19 Productivity Ratio
    - 2. 2012-2013 FTEF “Projected” Allocation & Planning
      - If 5% reduction →17.25 for MC
      - MBEPS share →5.7
        - Math – 2.0(2.8)      ES – 1.0(.60)
        - BIOL – 1.35(1.15)      PS – 1.35(1.15)
  - D. Other
  
- XIII. Future Meeting Dates

Fridays at 10am – 11:30am  
March 16, April 20, & May 4

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday, March 16, 2012

10:00AM – 11:30AM Room M-202

XIV. Announcements

- A. Brown Bags Lecture Series: Marie McMahon on 3/20
- B. Science Week Activities: Tomorrow 3/17 at Miramar
- C. S<sup>2</sup> at MC by SCBC
- D. New MLTT Interim Director – Wayne Cherry
- E. ATC position: Board approval 3/15
- F. AP Math Faculty Search in progress
- G. Safety nomination - Marie
- H. Summer School option
- I. Other

XV. Reports

- A. Exercise Science & TKS Café – Rod
- B. Athletics – Nick
- C. Math – Harvey
- D. Biological Science – Marie
- E. Physical Sciences – Linda
- F. SCBC - Sandy
- G. Science ILTs – Vuong
- H. S-Bldg Addition Progress - Paulette
- I. MBEPS College Website Project
- J. Housekeeping Items - Melanie

XVI. Discussion Items

- A. Discretionary Budgets 4000 – spend, spend, and spend by 3/30
- B. Educational Master Planning
  - 1. Planning themes for 2012-2015
- C. Accreditation & SLOACs
  - 1. Fall 2012 deadlines, visit, & report
  - 2. Needs attention: MLTT, MATH, & PHYE
- D. Enrollment Management
  - 1. Fall 2012 Roll Forwards coming soon
  - 2. 2012-2013 FTEF “Projected” Allocation for Planning
    - If 5% reduction → 17.25 for MC
    - MBEPS share → 5.7
      - Math – 2.0(2.8)      ES – 1.0(.60)
      - BIOL – 1.35(1.15)      PS – 1.35(1.15)
- E. On-line 20-hour course for on-line faculty - Linda
- F. Other

XVII. Future Meeting Dates

Fridays at 10am – 11:30am

April 20, & May 4

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday, April 20, 2012

10:00AM – 11:30AM Room M-202

XVIII. Announcements

- A. Congrats to Nick on arrival of his newest daughter!
- B. Brown Bags Lecture Series: Les Revier on 4/24  
Dr. Antonio Grillo-Lopez on 5/1
- C. New MLTT Director – Wayne Cherry
- D. ATC position: Board scheduled for approval 4/19
- E. AP Math Faculty Search – finalists interviews
- F. Melanie back from vacation on 5/7!
- G. Other

XIX. Reports

- A. Exercise Science – Rod
- B. Athletics – Nick
- C. Math – None
- D. Biological Science – Marie
- E. Physical Sciences – Linda
- F. SCBC & S2 - Sandy
- G. Science ILTs – Vuong
- H. S-Bldg Addition Progress – DSA 5/12, Begin 3/13, Finish 8/14
- I. MBEPS College Website Project
- J. Faculty Evaluations

XX. Discussion Items

- A. Catalog Revisions & Sign-Off by Mon. 4/23
- B. Enrollment Management
  - 1. Summer 2012 – Registration Plan
  - 2. Fall 2012 FTEF Allocation & Strategy
  - 3. Fall 2012 Schedule Development
    - Changes to Paulette today for next printout 4/25
    - Major changes due Friday, 5/4
- C. Faculty Web Services
- D. “Incomplete” grades: Remind faculty on correct use of I grade
- E. On-line 20-hour course for on-line faculty
- F. Department Chair Release for 2012-2013
- G. Other

XXI. Future Meeting Dates

Fridays at 10am – 11:30am  
May 4

SCHOOL OF MATH, BIOLOGICAL, EXERCISE, & PHYSICAL SCIENCES

CHAIRS & DIRECTORS MEETING

Friday, May 4, 2012

10:00AM – 11:30AM Room M-202

XXII. Announcements

- A. ATC Search Report
- B. AP Math Faculty Search Report
- C. Yolanda James to retire
- D. MBEPS Summer Classes
- E. Summer Bldg. Closures & LRC
- F. Melanie back from vacation on 5/7!
- G. Staff Appreciation Days
- H. Commencement - Thursday, 5/17
- I. Other

XXIII. Reports

- A. Exercise Science – Rod
- B. Athletics – Nick
- C. Math – Harvey
- D. Biological Science – Marie
- E. Physical Sciences – Linda
- F. SCBC & S2 - Sandy
- G. Science ILTs – Vuong
- H. S-Bldg Addition Progress – meeting with architects 5/8
- I. MBEPS College Website Project
- J. Faculty Evaluations

XXIV. Discussion Items

- A. Brown Bags Evaluation & Plan for 2012-2013?
- B. Jerry's Educational Master Plan & Instructional 3-Year Plan
- C. Enrollment Management
  - 1. Fall 2012 Schedule Development
    - Changes due Friday, 5/4
    - Changes to Melanie Friday, 5/11
    - Last chance changes Tuesday, 5/15
  - 2. Additional .50 FTEF
  - 3. Sabbaticals & scheduling
- D. 2011-2012 Supply Budgets
- E. Faculty Web Services orientation needed?
- F. August Enrollment Planning Retreat
- G. Summer vacation schedules
- H. Other

XXV. First 2012-2013 Meeting Possible Dates & Times

Thursday, 8/9 at 10AM or 1PM

Friday, 8/10 at 10AM