

Ventura College Biology Department  
Minutes for 2/17/11 meeting

Department members present

- Marta de Jesus, Robbie Haines, Terry Pardee, Ty Gardner, Kammy Algiers, Elzbet Diaz de Leon, Mary-Pat Huxley, Mike Riddle, Sheena Billock

Announcements

- Sabbaticals – Procedures for sabbatical leave as well as announcement for approved sabbaticals for this coming year were noted
- Tenure – Newly tenured faculty which included Michelle Hagerman, Robbie Haines, Alex Kolesnik, and Cari Lange from our division were announced and congratulated.
- Call for book orders  
**Summer 2011 due to the bookstore by March 15**  
**Fall 2011 opens March 15 and will be due by April 15**
- VC's Accreditation Status – we were encouraged to pay special attention to emails which report SLO and Accreditation information as some are time sensitive. We were advised to pay special attention to Robin's emails.

Elections

- A need for candidates for both Secretary (to take minutes) and web person (to work on the departmental website) were announced.  
Kammy Algiers was approved for both.

Older business

- Biotech Program  
Changes to the program had been made at a separate meeting with Biotechnology faculty. The list of the changes was reviewed.
- Program Review Submitted Prioritized list (Capital equipment) – The following requests were submitted in program review:

- 1) \$2500 augmentation to biology department budget to pay for Field Biology (BIOL V14) field trips to the Channel Islands in Spring.
- 2) \$5,700-15,000 of equipment for SCI 316 (this includes 6 Laptop computers at ~\$600 each (eg: Dell Inspiron 15) and 1-5 Microcentrifuges at ~\$2100 (eg: Spectrafuge 24D Microcentrifuges).
- 3) \$16,200 High Performance Liquid Chromatography- HP Agilent 1050 Series workstation (Bio, Biot & Chem use).
- 4) \$5,500 for: \$4,500 - SOMSO® Anatomical Dual Sex Torso Model for Anat & Physio and \$1000 for replacement and augmentation to the department's slide and display mount collections.

Only item (2) was (partially) approved by the program review committee. These items were to be used for SCI 316 (majors biology lab BIOV03 and BIOLV04 and biotechnology)

- VC Budget – no cuts and no increases are predicted. Yet, June elections may affect us.

Discussion was carried regarding what we should do if we do expect to see cuts.

Various comments and ideas during discussion:

- Should we cut classes that are taught as one section once a year or cut classes that have multiple sections, or cut large classes down to even smaller sections? Pros and cons were discussed
- What are our sister schools (OC and MC) offering? This may help us determine whether we can afford to cut certain sections (students can take certain courses at the other two schools). Yet, those schools are still a far drive for many students and the classes may be taught slightly differently (different experience)
- Can we find out what the other schools are cutting?
- Opinion of some present (not necessarily of all participants): Moorpark should cut more than us, since they still operate on a small class size (at least for their science courses -- 1 lecture to 2 labs or lecture to 1 lab) whereas we have cut sections and increased class sizes significantly in the past. They should cut significantly before we cut any.
- Opinion of some present (not necessarily of all participants): We should completely do away with certain programs such as Athletics and ESL because they may not be as important for our college.
- Some cut across the board (ex: 10%)
- Some cut winter sessions (we don't have any)
- Some cut summer (we've already lost our first summer session). Would we lose our second?

The discussion was concluded by saying that right now, we are ok and are not expecting large amounts of cuts

- **Biology Budget – please submit your “wish-list” requests to Sheena Billock by March 1, 2011 if you would like to request any items.** Remember items need to be under \$200 each. Please submit your request by emailing back the excel sheet she sent you (make any changes, save, and email back)

#### Newer business

- Volunteers to attend Title V summer institute are needed from Biology. You will get paid. It should be about 30 hours of your time. Dates and times, location, and more information was requested. There seemed to be very little information on it.
- SLOs  
Modify submitted Program SLOs?  
We were told to remove the word ‘communicate’ from our program SLOs in both

Biology and Biotechnology. We decided that 'communicate' is very important for the programs. We teach the language of Biology and students need to be able to communicate the language at their workplace (ex: nurses, etc.). After discussion, we decided it is necessary to keep 'communication' in both Biology and Biotech.

- Timeline - this month's tasks –  
We've finished program SLOs and need to review course/instructor SLOs
- Course and Instructor SLOs  
Ty Gardner explained Course and Instructor SLOs. There was a discussion on how to fill out the forms, assess courses, etc.

**Deadlines: Course Level SLOs are to be turned in by this Tuesday (2/22) to Marta**

**Begin to work on individual SLOs (Due right before spring break)**

Any SLO questions should be sent to Ty Gardner

- **Redefining the department (catalog descriptions)**

**Deadline: End of February (we have one week)**

We need to decide what our catalog description is going to be (currently, the description is from Wikipedia)

We need to take our program level SLOs and work backwards to match it to the first paragraph of our catalogue description

We need to make the second paragraph from scratch. We can use what Moorpark has as a guide but should not copy it exactly

Biotechnology Program Description will be started by Mary-Pat (and worked on by other Biotech faculty).

Biology Program Description will be started by Robbie (and worked on by other biology faculty).

Both will then be reviewed by the department.

- BIOL V01 & V01L population "mismatch" discussion

There are too many students taking lecture that are not in lab (the mismatch). How many need lab and can't get in because the labs are full? What should we do?

Several models used by various schools were discussed

Comments and ideas during discussion:

- We need to survey students. Do 1/3 of students not need lab? Is it more? Is it less?
- A survey was already done two years ago. Should we look at that and do another survey?
- We should only allow students who need a lab to take it within the same semester (can't take it later). Pros and cons of this were discussed
- Should we continue having extra large classes? UV-1 is going to be demolished soon. Will there be a classroom that is large enough once UV is gone? There may only be the theater left (and that may not be available).