

## **Earth Science Department Meeting**

### **Minutes 5/4/10**

#### **Attendance**

Sara Di Fiori, Jean Shankweiler, Jim Noyes, Matt Ebner, Gary Booher, Lyn Fielding, Jerry Brothen, Joe Holliday, and Syntia Hadiningtias

#### **Spring 2011 Scheduling**

The spring 2011 schedule is in process. We need to decide sections before everyone leaves for summer. Jean has request sheets from Jim and Chuck. She will distribute schedule and ask for suggestions.

#### **Oceanography Textbook**

The department discussed the current oceanography textbook and decided to stay with the current edition for one more year. Jim will notify the textbook buyers. Joe described the advantage of the custom edition they are currently using. Jean asked if the textbook reps are overly aggressive this year. Sara said a bit more than last year, but she won't complain much yet. Joe observed Sara likely gets more reps in her office because she is in her office a lot during the day.

#### **Full-Time Technician Announcement**

The Earth Science department was approved for the full-time classified replacement for Sim Yoe. The position is already announced and will close on May 14. Jean said she believes we can complete the process before the end of June and asked for volunteers for the hiring committee.

#### **Alternate Site Activities**

Due to an incident during an alternate site activity, we need to make sure all such activities conform to Board Policy 4300. Jean distributed a copy of the board policy and the procedures. Currently instructors include alternate site activities in their syllabus and have students sign waivers. The waivers are kept in the Earth Science stockroom. Jean said she would like them to be kept in the division office and she will keep a file folder for each instructor and each course. A complete list of where and when the activities take place should be kept in the file for each instructor and it needs to be in the division office. Gary had some questions about activities that are listed and students attend a certain number of activities on the list. These are not during class time, but they have options for which to attend. He also wanted to know if a trip that required the students to ride the Metro trains are acceptable. Jean said she would check.

#### **Other**

- The computers in NATS 206 and 218 have been repaired. ITS said they had a virus.
- It was decided to continue the Science News subscription. Syntia can place the renewal after July 1.
- The PBS series Planet Earth was purchased with block grant funds. It will be housed with AV and will need to be ordered for faculty to use. Jean will see if she can get a copy for the department.
- South Bay Lapidary Society donated a map of the US made of minerals. A location to mount the map should be decided by the department.
- Chuck has written a geology textbook that can be used by any other department faculty member.

Meeting adjourned at 1:50 pm.

Notes taken by L. Fielding