

## Division of Natural Science

### LS Department

October 12, 2017 1-1:50pm

Nats 123

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#### MINUTES

Present: M. Rafique, T. Palos, N. Freeman, P. Parks, T. Bui, M. Steinberg, C. Lew, J. Padilla, M. Stupy, A. Valle, S. Oswald, A. Grant

- A. SLOs: N. Freeman prepared an SLO summary for distribution to LS-Bio faculty.
- B. Planning update—plans due 11/1: J. Padilla is requesting more info for LSAH proposed items. T. Palos reminded faculty to include 20% S&H and tax to items.
- C. Min quals for Anat/Phyo: add MD degree?: A. Grant prepared two petitions—one for MD plus BS in a Biological Science, and one for MD (with no BS requirement), and distributed to all Anat and Phyo instructors. The faculty signed the MD option. A. Grant will send it to Ed. Policies and the Academic Senate.
- D. Input for new instructor handout (JP): There is currently a handbook for NS. J. Padilla has been collecting room-specific information, model and microscope procedures, check-out procedures, and OH projector info. Please send info soon.
- E. Quality of formaldehyde-free specimens (JP): J. Padilla reports that some specimens fall apart or are missing parts. Can different cats be obtained (L. Ohara will look into it)? A. Valle says that larger cats are needed—the small specimens have the most problems. The recent batch of sheep brains was unusable. Is it possible to go back to formaldehyde specimens? Will the preserved cadavers be a problem? Does the ventilation need to be examined? A. Grant will ask Health and Safety.
- F. Evaluators—please look at point distribution on syllabus (JP): J. Padilla encourages faculty to make recommendations about point distribution to new instructors. B. Carey proposes a brown bag meeting on the topic.
- G. Ordering slides (JP): J. Padilla and K. Villatoro report that many slides are unusable. Faculty will present a list of needed slides to the stockroom, to be ordered using supply funds.
- H. Dividing equipment funds for equitable purchasing per course (JP): J. Padilla asks if the distribution of funds between the LS technicians can be managed by the faculty. A. Grant reported that fund distribution is handled by the technicians, and that different courses have vastly different expenses. She will consider a new system if the current system isn't working, but first the faculty should first try to discuss needs with their technician for items that fall out of the planning system. If needs are not being met, we will have a larger discussion about allocation of funds.
- I. No smoking signs (JP): Ed. Policies is working on the issue of No Smoking signs.

- J. Microscope use in LS-130 (TP): T. Palos reports that microscope power cords have gone missing. She emphasizes the need to be on top of students regarding cleaning up and properly storing microscopes.
  
- K. Announcements: S. Kunisaki of the LRC would like to contact a faculty member regarding purchase, care, and storage of microscopes for the LRC. P. Parks volunteered.