

# School of Math & Science

Meeting Minutes

February 2, 2017

## Opening

The regular meeting of the School of Math & Science was called to order at 1:05 p.m. on February 2, 2017 in the 1400 building Faculty/Staff Lounge by Interim Dean Minor.

## Agenda Items

### ▪ Discussion Topics

#### Enrollment: Brief Updates – Leslie Minor

Dr. Minor indicated that she was going to give updates to enrollment since our last meeting, however the Tableau system that we use pull data from was down, and Peter Cammish (Dean of Research and Planning) asked that she hold off because he will be preparing a campus wide report after the Census Date (Monday, February 7<sup>th</sup>). We should have a report next week.

#### Building Updates (added to agenda in lieu of enrollment updates) – Leslie Minor

(See Attachment A below or go to the shared drive W:\School Meetings\2016-2017\2-2-17 and find “170201 Measure G Q QPR PresentationPPT”)

Dr. Minor wanted to relay information sent out by the Measure Q Bond Oversight Committee on our building project campus wide. She elaborated on some of the projects (and has since sent faculty and staff a digital copy of the presentation made to the Board of Trustees):

*Biotechnology and Science Building* – Although it says September 6<sup>th</sup>, we have been told it will be fully operational at the beginning of fall semester.

*Vacaville Center Intersection Improvements Project* – The city of Vacaville has mandated that we add a traffic light to provide crossing safety for those going to and from the annex and main buildings.

*Horticulture Project* – Ken Williams added that it is 95% complete. There will be a June social for the Horticulture Club members and everyone from Math & Science will also be invited.

*Vacaville Classroom Building (Annex)* – The building is inoperable due to flood damage. The building will not be available for the next academic year.

*Vallejo & Vacaville Centers HVAC Upgrade* – VJO will be closed summer 2017 and classes will tentatively be held at Cal Maritime in Vallejo. VV will be closed summer 2018 and classes normally taught in the main building will be displaced to another location. It was asked if we still have HVAC issues on the main campus, particularly the 300 building. Dr.

Minor explained that they did repairs to the main campus a couple of years ago and although 300 still has issues, the main campus as a whole is considered fine.

(Saved on the shared drive W:\School Meetings\2016-2017\2-2-17 and find “New Science Building Presentation”)

Dr. Minor also shared design pictures of the new science building on the main campus (and has since sent these to faculty digitally, as presented in a handout to the Board of Trustees). These were presented at the Board meeting last night (February 1<sup>st</sup>). She pointed out a large whale pictured in the “Student Commons at Main Entry” picture. The plan is to include science related artwork in this area. She also mentioned that the clock tower will have to be moved, but there will be some sort of platform or raised stage to represent it as it was a gift from the ASSC. Looking at the “New Building in Campus Context” picture, it is shown that there will be a lot of space between the bookstore and the new building. There will be an outdoor “plaza” surrounding the main entrance. According to this depiction, concerns regarding how close the new building will be to the math building were raised such as noise during construction and obstruction of light. Dr. Minor explained that the light issue was addressed at their meetings and there shouldn’t be an issue because the new building will not sit taller than the math building and the wall of the new building facing the math building will have a lot of glass where sun can shine through. Michelle Smith clarified that the building is positioned where it is because there are water (and other) lines running to the north and east of the building and it would have been costly to relocate those lines. She added that the walkway between the new building and the math building will stay intact as a paved walkway. It was asked if there is an adequate door to the new building on the side facing the math building as there will be a lot of traffic between these two buildings, and if there are plans to cover the walkway between these two buildings. Michelle mentioned there is a door. Dr. Minor added that there are currently no plans to cover the walkway, but she will bring the suggestion to the group. It was explained that there are two main entrances to the building; the Veteran’s Center has their own entrance; and there are doors on all sides giving access to labs, lecture spaces, etc. (some are planned to be exit only).

#### Hiring Process Updates – Leslie Minor

Dr. Minor reported that all of our full-time positions are posted except for the lower division Biotech position. That position is on hold for now in order to reconfigure funding. We are moving forward with the Biomanufacturing, Chemistry, and Anatomy positions. She sent out the tentative committees and asked if anyone would like to be on a committee or remove themselves to please contact her. The VPAA position was opened and is now closed. There are four faculty spots on that committee and if anyone is interested, please contact Michael Wyly, Academic Senate President. The Dean of Math & Science position is open and will close in three weeks. If anyone is interested in sitting on this committee, please contact Michael Wyly. Thus far, Senate has sent out hiring committee emails for the VPAA and

Director of Financial Services positions. An email should be sent out soon for the Dean of Math & Science. The VP of Human Resources position will also open soon.

#### SLO Report – Randy Robertson

Randy reported that he has received most of the SLO assessments. If you have not turned yours in yet, please do so. Also, if there are any SLO's that are changing, please let him know and he can change them in the database. He sent out an email just before this meeting with the Quality Rubric and Assessment Form attached. Randy talked about the common issues/errors he has seen in everyone's assessments and clarified on how they should be done. Examples of good assessments can be found on the website and in Amy Obegi's newsletter.

\*Update – Randy sent a follow up email that summarizes what he talked about at the meeting:

1. For the time being (until CurricUNET-Meta is online) faculty need to **use the newest assessment form** (attached in the previous email) when doing SLO assessments. There are 6 items for each SLO: the SLO, Success Criteria, Methods, Results, Planned Action and Closing the Loop.
2. Both the **SLO and the Success Criteria items need to be the same** for all sections of any course. In CurricUNET-Meta (whenever that comes online) these will both be populated automatically. A rubric defining success within the assessment for any given student should be included in the success criteria. It should be both quantitative and qualitative. It should be noted that common assessments are no longer required, but for many courses in our division we have decided to still use them. The only things that have to be uniform are the SLOs and the success criteria.
3. Please **eliminate** the commonly used success criteria: "At least 70% of the students that successfully completed the class will be able to earn a minimum of 70% on this SLO." The success criteria is supposed to be a description of what would be considered successful for a single student (not what % of the class makes a successful class). The "scoring at least 70%" part is fine for an individual student, but please also include some qualitative description ("the student scores at least 70% giving correct formulas for compounds and naming compounds from formulae" or something like that – sorry I'm rusty on my chemistry).
4. The most frequent problem with the assessments I received was that instructors put the qualitative description of the results in the planned action section instead of the results section. The quality rubric proscribes both quantitative and **qualitative description of the results**, which doesn't have to be that much – just a brief couple of sentences about the students' strengths and weaknesses on the assessment is fine. Then in planned action, talk about what you plan to do to help the results improve.

Hope that helps clarify some things. I'm working to put together some good examples of assessments for you to look over. Hope to send something out soon.

Please contact Randy if you have any questions.

- **Questions, Announcements, & Reminders**

Dr. Minor announced that the Curriculum Committee needs a representative for the rest of the semester as Margherita Molnar is on sabbatical. They meet Tuesdays from 1:30-2:30, sometimes later (3, 3:30, 4). No volunteers at this meeting; Dr. Minor will send out an email. (After the meeting, Jim DeKloe volunteered.)

Dr. Minor also wanted to clarify on the “Last day to add” date. The new Dean of Enrollment Services, Shannon Beckham, sent out an email stating the last day to add with a Late Add Petition is Sunday, February 5<sup>th</sup>. Therefore, anyone with students who need to late add should turn their paperwork in by tomorrow (Friday, February 3<sup>rd</sup>).

Ken Williams invited everyone to stop by Horticulture to see all of the new changes. Plots (20 x 20) are \$25 per year if anyone is interested in growing anything.

- **Committee Reports**

Program Review – Dmitriy Zhiv

Dmitriy reported that the committee is working on Kinesiology right now and will be done in four weeks. Math, Biology (majors and non-majors), Chemistry, Engineering, Geology, Geography, and Physics are all complete. Astronomy is in process and Math will be submitted very soon.

Curriculum Review – Randy Robertson

Randy asked that if you are doing curriculum review to please keep him updated so he can inform Curtiss and the committee.

Academic Senate – Cristina Young

Cristina announced that Ken Williams’ term is up, therefore we will need volunteers to fill his seat. If there is more than one volunteer, Ken will hold an election. Senate meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month from 3-5. No volunteers at this meeting. We also need a Distance Education Coordinator, so watch for the open position announcement if you are interested. Cristina informed everyone of a projected 18 billion deficit to the CA State budget over the next three years and that a recession will be coming soon. More information can be found on the website under Administration→Finance & Administration. She reminded everyone that the CA Pathways Project she spoke about at our last meeting will be a way to get grant money. She also announced that Graduation this semester will be May 25<sup>th</sup> at 6. We currently have face-to-face general education courses being taught at the California State Prison Solano in Vacaville, and California Correctional Medical Facility in Vacaville. A previous Dean informed everyone that we could not teach science courses at the prison, however this is not true. If anyone would like to teach a science (or math) course at the prison, please contact Dr. Minor or contact Dean Shirley Lewis, who oversees the scheduling

for both facilities. Also from Senate: There is discussion about adding another mandatory flex day per semester to specifically work on assessments and curriculum review. It was also proposed to have an event with tables set up in order to give students the opportunity to write their state representatives. Cristina is not sure if it will happen.

\*Update – “Hear Our Voices” did take place on all campuses on Tuesday, February 7<sup>th</sup> and Wednesday, February 8<sup>th</sup> from 10-2.

#### Basic Skills – Barbara Villatoro

Barbara reported that at their meeting, they focused on pathways for degrees and working on relationships with four year schools. She also mentioned that Math is working hard on Math 112. Dr. Minor added that the Basic Skills program was presented to the Board last night and it was well received.

#### Distance Education – Barbara Villatoro

Barbara informed everyone that they have done training on reviewing shells and will do it again in the fall. If anyone would like to know more about reviewing shells, be on the lookout for that. They are in the process of reviewing shells. If anyone would like to submit a shell, March 22<sup>nd</sup> is the deadline.

#### Sustainability – Ken Williams on behalf of Sandy Diehl

Ken reported at their meeting last week, there wasn't a lot of turnout, therefore if you are interested in this committee, they will be putting out minutes, agendas, and a schedule of meetings far in advance in order for people to plan accordingly. The next big event for them is Earth Day, April 22<sup>nd</sup>.

#### New Science Building (Main Campus) – Michelle Smith

Michelle reported that the design phase is coming to a close. They are working on finishing touches right now and the goal is to have the design complete by the end of February so they can submit it to the District of State Architects (DSA). DSA will then look it over and make sure we are in compliance. She thinks the process is going well; there is still a question about the lecture space, but labs look good.

### **Adjournment**

Meeting was adjourned at 2:03 p.m. by Interim Dean Minor. The next general meeting will be on March 2, 2017 at 1:00 p.m. in the 1400 building Faculty/Staff Lounge.

# MEASURE G ACTIVITY

## October – December 2016

- \$35,696 expended this quarter
- Last Project: Softball Field Bleacher Replacement
  - Design completed and submitted to DSA
  - Issued for bid: bid received January 19
  - Will complete by June 30

# MEASURE Q ACTIVITY

## October – December 2016

### Program Overview:

- \$10,129,787 expended this quarter
- Planning and analysis for Tranche 2 bond sale

# PERFORMING ARTS BUILDING RENOVATION



- Construction 93% complete
- Completion target March 2017
- Contingency nearly exhausted
- Board of Trustees Site Visit March
- Move-in April - June
- Ribbon Cutting August 16
- Occupancy fall 2017

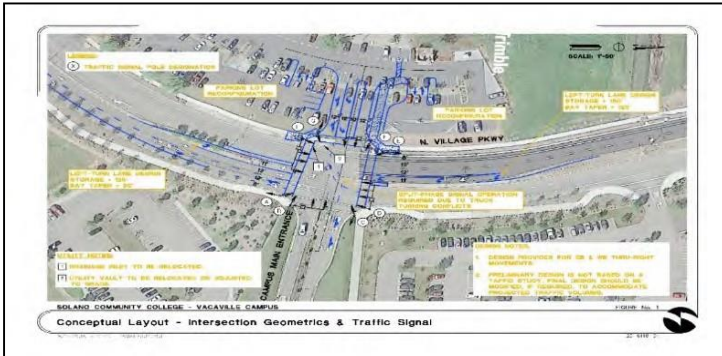


# BIOTECHNOLOGY AND SCIENCE BUILDING



- Construction 45% complete
- Interior drywall installation in progress
- Webcam of construction on website
- Furniture and small equipment ordered
- Completion for fall semester
- Ribbon Cutting September 6

# VACAVILLE CENTER INTERSECTION IMPROVEMENTS PROJECT



- Required CEQA mitigation of Biotechnology Building project
- Traffic signals, turn lanes, crosswalks
- Design completed
- Issue for bid March
- Contract approval April 19
- Completion target September 15

# AUTOTECHNOLOGY BUILDING



- Construction 26% complete
- Floor slab and CMU walls placed
- Structural steel and roof decking in progress
- Completion for fall occupancy
- Ribbon Cutting September 20

# HORTICULTURE PROJECT



- Construction substantially completed
- Delayed off-haul of excess soil due to rains
- Ribbon Cutting Ceremony April 5



# SCIENCE BUILDING - PHASE 1



- Design Build contract awarded
- Design development phase now
- Groundbreaking August 2



# VACAVILLE CLASSROOM BUILDING (ANNEX)

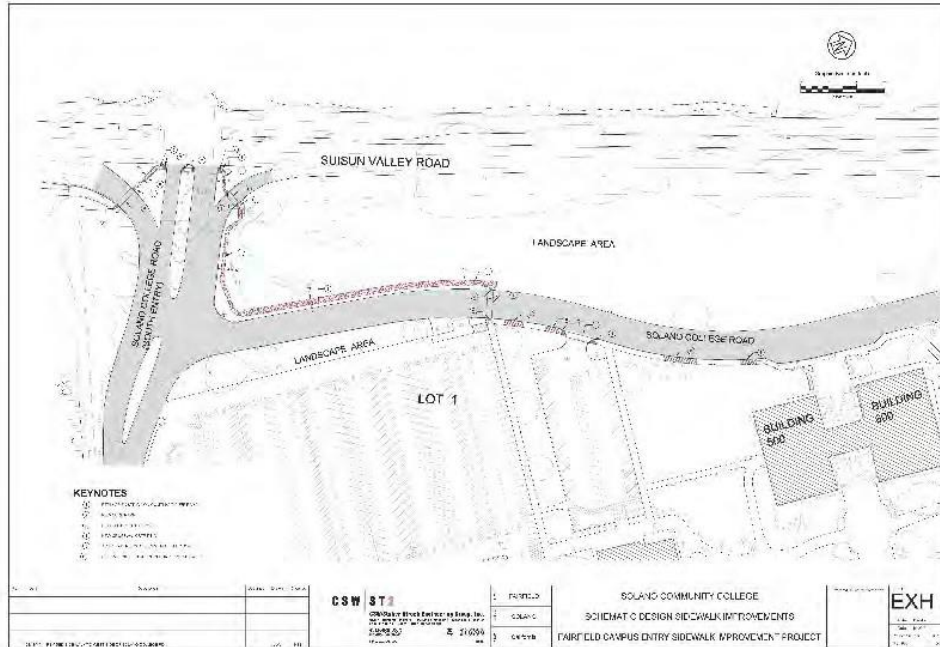


- Scope of renovation work and project budget confirmed
- Will start design in February
- Construction start target November 2017

# VALLEJO & VACAVILLE CENTERS HVAC UPGRADE

- Design documents completed and submitted to DSA
- Vallejo HVAC Upgrade construction summer 2017
- Vacaville HVAC Upgrade construction summer 2018

# FAIRFIELD CAMPUS ENTRY SIDEWALK



- Entry driveway to entry plaza at Administration Building
- Design in progress
- Construction start July
- Seeking funding Solano County Transportation Authority