

Merritt SLOAC Committee

From: Arja T. McCray
Sent: Monday, January 25, 2016 12:26 PM
To: Clifton Coleman
Cc: Merritt SLOAC Committee
Subject: FW: Notes and Announcements from Jan 22 Meeting
Attachments: Jan_25_16_Biol Mtng Notes.pdf

Importance: High

FYI

Arja T. McCray, Ph.D.
Biology/Chemistry Department Co-Chair
Curriculum Committee Chair
Merritt College

From: Arja T. McCray
Sent: Monday, January 25, 2016 10:25 AM
To: Arja T. McCray; Clytia Curley; Miguel Angeles; Hank Fabian; Tobey Colston; Karen Bloom; ucb; Gisele Giorgi; Brian Rowning; Carol Rooker; Judith Owiti; Tomas Rossi; Edwin Ochong; Nancy Rauch; Em Segmen; Emmanuel Segmen; Victor Asemota; vaishali_bhagwat@hotmail.com; Christoph Muhlinghaus; James Smiley; smiley@berkeley.edu; Ronald Felzer; Viktor Kharazia; John R. Macey; docmuli@hotmail.com; Melinda Downing; Nadia Fouladian Tabriz; Muwafaqu Al-Asad
Cc: Kinga Sidzinska; Jennifer Shanoski; Raytina Lagmay
Subject: Notes and Announcements from Jan 22 Meeting

Hi Everyone,

Here (and attached, a PDF with nicer formatting) are the meeting notes from Friday.
I placed asterisks (*) on any special items that require attention and response from some of our instructors:

Biology Department Meeting
Friday, January 22, 2016
2:30PM-4:00PM
Room S 421

Present: Arja, Clytia, Tom, Carol, Shirley, Brian, Nadia, Maria, Nancy, Steven, Kinga, Ron, Judith, Raytina

I. Budget and ordering

Kinga announced that 10 life size skeleton models arrived and more models are coming. *If you have requests for equipment, now is the time to request them.* A smaller group of instructors who regularly use spectrometers will meet and decide* which type to purchase for rooms S210 and S417. Carol Rooker brought up the possibility of ordering a vortexer for mixing samples and agreed to communicate with Kinga further about next steps. Kinga agreed to send the list of vendors to Carol so she can narrow down the options for our purchase. Nancy will forward flexi-comp software quotes to Kinga when she gets them*. Also, all instructors who teach Biology 24 were asked to please send a list of models you regularly use so we can purchase a classroom set for Biology 24*.

II. Stockroom announcements.

Reminder: NO STUDENTS IN THE BIOLOGY STOCKROOM OR THE MICROBIOLOGY STOCKROOM unless they are specifically hired to work in the stockroom. We will put a sign on the door to remind everyone of this policy. Also, please make sure you dispose of waste properly. *If you aren't sure how to properly dispose of waste at the conclusion of your lab session, please set it aside in a beaker clearly labeled what it is and Kinga will help you. Consult with Kinga in advance if possible, when you know you will be using chemicals in your lab session*.

III. Scheduling

Some pretty drastic changes were made to fall schedule after the campus discovered it is low in 1351 funds (money used to support adjunct and extra service). Most of our classes for fall will be 1 lecture + 2 labs. If you need additional support in the form of in-class tutors or instructional aides, please talk to Arja and she will make whatever requests are necessary of the administration to assist you. Arja will send the most recent draft of fall schedule to the biology group. This schedule is tentative and depends on lecture space, which the administration assured the biology department would have priority for all large lecture spaces on campus. Jane (scheduler) will be tackling the upload of these courses/room allocations upon her return from vacation in two weeks.

IV. Science Building informational plaques for staircase and electrophoresis screen.

Nancy asked if anyone is interested in developing language to inform visitors to the new building of the meaning of the spiral staircase (DNA model) and electrophoresis screens. *Anyone want to tackle this?* This came from a conversation she had with one of the deans.

V. Faculty Evaluations

Stay tuned for more information about who may be up for evaluations this semester. Eva Ng-Chin usually sends a spreadsheet to the Deans informing them of our schedule.

VI. Microscopes

Please continue to follow the protocols we put in place when we moved to the new building and make sure you are monitoring the actions of the students with regard to using and storing the microscopes. If you need another copy of the microscope protocol that you signed, just let Arja or Kinga know and we can email it to you.

VII. Assessment: course clusters' brief reports of assessment results (course instructors from last semester).

- a. Bio 10 (Tom, Judith, Edwin)
- b. Bio 1A (Clytia)
- c. Bio 2 (Melinda, Miguel, Hank, Tobey)
- d. Bio 3 (Maria, Karen)
- e. Bio 4 (Gisele, Brian, Carol)
- f. Bio 20A (Nancy, Em, Victor)
- g. Bio 20B (Arja, Vaishali)
- h. Bio 24 (Christoph, Jim)
- i. Bio 42 (Edwin, Victor)
- j. Bio 25 (Arja)
- k. Natural History (Ron and Hank)
- l. BIOSCI (Hank, Gisele, Brian, Viktor)

Thank you to all of you who completed your assessment of courses last semester. As a department we are doing a pretty good job and we just need to keep at it and improve so we feel more comfortable with it and genuinely benefit from it. We had a great discussion for about 30 minutes about how assessment is going for us. Examples of feedback: the workshop Jennifer gave on quality assessment really helped some of us get going; having the new SLO coordinator (Heather) on board made the data entry much easier; some questions remain about how to have a common assessment for the multiple sections of the same course. We discussed a couple of different ways to assess our course SLOs. The plan is to continue to have these kinds of discussions in small course clusters, and designate department meeting time at various points in the semester for us to share ideas and strategies with the bigger group.

VIII. Other Announcements?

Keys and parking permits must be completed on paper forms – email requests will no longer be honored. *If you are requesting keys or parking permits, please go to the Dean's office or the Business office for the form and complete ALL REQUIRED FIELDS.* I will sign them and bring them over to the Dean's office for the next step.

Happy Spring Semester!!!!

Arja T. McCray, Ph.D.
Biology/Chemistry Department Co-Chair
Curriculum Committee Chair
Merritt College

General Biology (Biol 1B)
Merritt College, Spring Semester 2013
Dr. Arja McCray

Lecture: (22774) Room D-247. Tuesdays and Thursdays 12:00-1:15PM

Laboratory: (22775) Room D-247. Tuesdays and Thursdays 1:30-4:20 PM

Required Materials:

📖 **Textbook:** Campbell Biology, Reece, Urry, Cain, Wasserman, Minorsky and Jackson. 9th Edition. Benjamin Cummings. Older versions of the text are also acceptable.

📖 **Laboratory Activities** – printouts available in class and also downloadable from Moodle.

📖 **Lab art notebook and coloring pencils.** Blank or ruled spiral notebook with waterproof cover. Coloring pencils are recommended for making sketches of laboratory items.

Regular usage of the course Moodle site is highly recommended.

Course Description:

Biology 1B is the second part of a two-semester course required for students majoring in biology, as well as for students pursuing careers in medicine, pharmacy, public health, environmental studies or forestry. Biology 1B is a rigorous survey of fungi, prokaryotes, protists, plant form and function, evolution, and ecology.

How to contact Dr. McCray (instructor):

E-mail: amccray@peralta.edu

Moodle: <http://online.peralta.edu/spring 2013/>

Office: Room D-217 Merritt College. **Office Hours:** TBA.

Evaluation:

• Reports	Research Paper	100
	Laboratory Reports 1 & 2	100
• Lecture and Laboratory Work	Class Participation	50
	Lab Work & Handouts	150
• Examinations	5 Quizzes (20 pts each)	100
	4 Exams (100pts each)	<u>400</u>
	Total points possible:	900

Grades will be determined by the sum of points (of student work) expressed as a percentage of the total points: **A** = 100 to 90%; **B** = 80 to 89%; **C** = 70 to 79%; **D** = 60 to 69%; and **F** <59%

Disability Accommodations:

If you have a disability and require services and accommodations, you need to provide disability documentation to the Disability Services Program (DSP) in the Counseling Department R-109 (510) 436-2429. A DSP Counselor will meet with you to discuss your eligibility. If you qualify, you will be given an Accommodation form for each instructor. Once you have your form, make an appointment with me to discuss your educational needs. This information will be kept confidential (FERPA). Also, if you think you might have some severe learning challenges, you are encouraged to meet with a DSP Counselor as soon as possible to discuss options.

Mandatory class field trips (weather permitting). These will be announced in advance and accompanied by activity sheets, brochures, maps and/or other information provided by the instructor. Carpooling to off-campus sites is recommended and will need to be coordinated by the students at least one week prior to the field trip.

Policies:

Add/Drop:

- **It is the responsibility of the student to drop.** Failure to do so will result in your receiving an F in this course.

Attendance:

- Attendance is an important component of the lab participation grade. In the event of an absence, it is the student's responsibility to obtain missed information.

Academic Dishonesty - Cheating:

- Academic dishonesty will not be tolerated! No talking is allowed during any Biology 1B exam. Do not bring notes (this includes pen marks on arms, hands, tissues, etc). The use of electronic devices (including translators, pagers, phones or ipods) is NOT allowed during the exam. The penalty for first offense will be a score of **0** for the relevant assignment/exam and a warning. The penalty for cheating beyond the warning -second offense- **will be a grade of 'F' for the course.**
- At the discretion of the instructor, further disciplinary action may be taken including dismissal from the school.

How to do well in Biology 1B:

- **Read** the lecture and laboratory assignments **before coming to class.** Be sure you also **read your laboratory exercises** ahead of time.
- **Arrive on time** for every lecture, listen attentively, take careful notes, and **ask questions.**
- At home, **review your notes** carefully and if questions arise consult your textbook, lab manual, and other sources. Discuss any remaining questions with other students and your instructor.
- Set aside some time to **study every day.** Attempting to learn everything the day before an exam is never an effective way to study.
- Form a **study group**, as soon as possible, and **meet regularly.**
- Once you understand the material, **test yourself often.** Your brain will retain the most information after repeated exposure! Try self-quizzing with **flash cards** (vocabulary term on one side, definition and/or sketch on the other side).

Student Learning Outcomes

1. Demonstrate the relationships of species, and explain the history of life in terms of the evolutionary mechanisms of mutation and natural selection at various levels.
2. Examine and explain the exchange of biomass and energy at various ecological levels, and identify the diverse forms of plants, fungi, protists and microbes in the context of their ecological roles.
3. Catalogue information, think independently and solve critical thinking problems.
4. Develop skills for working in small groups and contributing to group work.

Merritt College Spring 2013 Biology 1B Questionnaire

1. My name is _____
2. Besides my peralta.edu email, if Dr. McCray needs to reach me, the best way would be:
3. Please complete the following
 I took Biology 1A at _____ with Instructor _____. My Grade was ____.
 I did not take Biology 1A.
4. What is your reason for taking this course?
 it is a prerequisite for a _____ program.
 to satisfy my general curiosity for the subject.
 to satisfy the natural science course requirement for graduation or transfer.
 Other (please elaborate below or on the back):
5. My native language is: _____
6. Other classes I'm taking this semester are:
7. I will probably spend _____ hours working (employment) per week this semester.
8. A topic of special interest to me that we might be able to cover this semester is:
9. I am (check all that apply):
 allergic to certain chemicals (please list) _____
 pregnant and planning to speak with my instructor about which activities I may need to avoid.
 planning to speak to my instructor about DSP accommodation request forms
 planning to speak to my instructor about other circumstances that may impact my participation in this course
 experiencing none of the above.

✓ **By signing below I indicate I have read and understand the course syllabus, and I agree to its terms.**

Signature: _____

Date: _____

Chapters in Campbell	Week #	S 2013 Dates	Lecture Topics	Laboratory Topics
25	1	1/22, 1/24	Introduction to the course, Early Life	Investigating Geologic Time & Fossils
26, 22	2	1/29, 1/31	Phylogenetics and Darwinian Evolution	Introduction to Cladistics
	3	2/5, 2/7	Phylogenetics and Darwinian Evolution	Microevolution Simulation Population Genetics
23, 24	4	2/12, 2/14	Population Genetics, Speciation	Macroevolution of The Horse
24	5	2/19, 2/21	Speciation (2/19)	Aquarium of the Bay Field Trip (2/21)
27	6	2/26, 2/28	Prokaryotes (2/26)	EXAM 1 (2/28)
27	7	3/5, 3/7	Prokaryotes	Introduction to Bacteriology
52, 53	8	3/12, 3/14	Population Ecology	Population Ecology & Predator-Prey
52, 53	9	3/19, 3/21	Population Ecology (3/20)	EXAM 2 (3/22)
	10	3/26, 3/28	SPRING RECESS	SPRING RECESS
28	11	4/2, 4/4	The groups formerly known as Kingdom Protista	Protist Diversity
54, 55	12	4/9, 4/11	Ecology: Communities and Ecosystems (4/9)	Salt Marsh Ecology Field Trip (4/11)
31	13	4/16, 4/18	Fungal Diversity	Fungi & Seedless Plant Diversity
29, 30	14	4/23, 4/25	Plant Diversity (4/23)	Gymnosperms (4/23), EXAM 3 (4/25)
35-39	15	4/30, 5/2	Angiosperm Form and Function (4/30)	UCB Botanical Garden (5/2)
35-39	16	5/7, 5/9	Angiosperm F&F, Diversity and Medicine	Angiosperm Diversity
56	17	5/14, 5/16	Ecology: Conservation and Restoration Ecology	Leona Canyon Walk (5/16)
	18	5/21		EXAM 4

Instructor: Melinda Downing**mdowning@peralta.edu**

Phone: 436-2619

Office: S 424 Office hours: M & W 10:30-11:30 am; T & Th 12:00 – 1:30 pm Friday TBA

MOODLE <http://eperalta.org/fall2015/> (you must be enrolled to access course Moodle)**This syllabus is your course contract.****PREREQUISITE: BIOL 10 or BIOL 24****Required Materials:****Text:** Martini, Timmons & Tallitsch. **Human Anatomy**, eighth edition. (International, 5th, 6th or 7th edition, or *a la carte* is OK too)**Lab Book:** Wood, **Laboratory Manual for Human Anatomy** (cat dissection)**Suggested:** Rust, **A Guide to Anatomy and Physiology Lab**

- These books, or previous editions of these books, are on reserve in the college library and in the Learning Center

Lab coat or apron, **dissecting gloves**. (Optional: colored pencils, unlined white paper, binder)**Important Dates****Last day to drop without a W****Sept. 5****Last day to ADD****Sept. 5**

Holiday (Labor Day)

Sept. 7

Holiday (Vet's Day)

Nov. 11

Last day to drop with a W**Nov. 14**

Holiday (Thanksgiving)

Nov. 26

Finals Week

Dec. 12 - 18

Catalog description: Detailed study of human body structure: Molecules, cells, tissues, organs and organ systems, basic physiology and cell division, selected human diseases. Laboratory work includes extensive use of microscopes, figures/charts, three-dimensional models, dissected human cadavers, and dissection of other mammalian organs.**Student Learning Outcomes. Upon successful completion of the course, students can expect to:**

1. Differentiate types of cells and tissues and analyze their functions.
2. Explain the role of tissues as they relate to the function of different organs.
3. Describe the functions of the body's organ systems as they relate to anatomical structure.

Grading:

4 Exams	400 points
4 Lab Practicals	320 points
Assignments/Quizzes/Lab sheets	<u>280 points</u>
	1000 points

Grading Scale: Your grade is determined by **how many points you accumulate** during the semester

1000 - 900 points	= A
899 – 800 points	= B
799 – 650 points	= C
649 – 500 points	= D
below 500 points	= F

Attendance Policies:

Students are expected to be punctual and to attend all classes. The absence policy outlined in the Merritt College catalog will be followed. Please do not schedule jobs, appointments or vacations that interfere with class time.

Please let me know in advance of any anticipated absences. Two weeks of absences allows the instructor to drop a student from the class. Please contact me (mdowning@peralta.edu) if your absences extend this length of time.

If you miss an exam, there is no make-up exam. There will be a comprehensive 100 question written exam TBA during final's week (end of the semester) to replace any zero on an exam or lab practical that was missed, or your lowest exam or lab practical grade.

There are no make-ups quizzes and late assignments will not be accepted. There will be 11 quizzes and the lowest quiz will be dropped at the end of the semester (only 10 will be counted toward your point total).

*There are **no extra-credit assignments/projects** for additional points.*

- Cheating or copying anyone else's work on exams or assignments and plagiarism of sources will result in a score of "0". **Even if you work in a group, write in your own words and draw independently directly from the slide or model. Turn in your OWN WORK!**
- **Only original or photocopied Lab Review Sheets are accepted. No hand-transcribed sheets.**
- **If you do not attend class, it is *your responsibility* to drop the class (non-action will result in an "F"). This is school policy and computer-controlled!**

Human Anatomy is a demanding, career-track course that prepares students for success at the next level of their curriculum. Expect to read and study the lecture material and text chapters several times for a passing grade. If you are having trouble with the material, please contact me immediately.

I strive to develop a learning community in the laboratory where we all share knowledge and teach each other in an informal setting.

Classroom rules:

- ALL pagers, cell phones, etc. will be turned **off or silent mode** during lectures.
- **No smart phones, iPods, Blackberries, laptops, etc. allowed on your person during any exam/lab practical/quiz.**
- To avoid interruptions, please avoid leaving and returning to class during lectures.
- If you have a documented disability that needs accommodation, meet with me to discuss needed adjustments. Also, please see statement below*
- If you miss a class, it is **your responsibility** to get the assignment/class notes.

***Services and Accommodations:**

If you have a disability and require services and accommodations, you need to provide disability documentation to the Disability Services Program (DSP) in the Counseling Department R-109 (510) 436-2429. A DSP Counselor will meet with you to discuss your eligibility. If you qualify, you will be given an Accommodation form for each instructor. Once you have your form, make an appointment with me to discuss your educational needs. This information will be kept confidential (FERPA). Also, if you think you might have some severe learning challenges, you are encouraged to meet with a DSP Counselor as soon as possible to discuss options.

*** Retain all Tests/Assignments/Practicals/Drawings/Scantrons until the end of the semester.**

NO FOOD OR BEVERAGES ARE ALLOWED IN THE LABORATORY. The exception is capped bottles/containers.

Please consult your STUDENT CODE OF CONDUCT for the PCCD's rules and regulations. Disciplinary action by the college and prosecution by civil authorities may be imposed on a student for misconduct and/or violations.

Keys to Success in Anatomy:

Human Anatomy may be one of your most difficult and time-consuming college courses. For example, to do well in this course you should expect to study two hours for every hour in class. Since we meet a total of 7 hours each week, **you should expect to spend at least 14 hours a week studying outside of class.** Below are some suggestions to help you work effectively inside and outside of class.

1. Read the lecture and laboratory assignments before coming to class.
2. Print out or download the PowerPoint lecture outlines posted on Moodle (<http://eperalta.org/fall2015/>).
3. Arrive on time for every lecture, listen attentively, take careful notes, and ask questions.
4. Review your notes carefully as soon as you can after class. If questions arise, consult your textbook, lab manual, and other sources. Discuss any remaining questions with other students and your instructor.
Reviewing and repetition are of critical importance in remembering biological terms and processes.
5. Spend some time studying every day. Studying a lot prior to an exam is never an effective way to memorize the material. Repetition is needed to memorize.
6. **Form a study group, as soon as possible, and meet regularly.** Once you understand the material find a way to test yourself. Many biology students make flash cards and many make videos.
7. **Self-testing at the end of every study session and prior to exams is extremely important.**
8. Read the laboratory exercise fully before attending lab and participate in all lab exercises.
9. Discuss your study habits with your instructor and ask her for suggestions.
10. Use the services/tutors offered by the Learning Center or ask me and I will try to put you in touch with a student tutor.

Class handouts and other information will be posted on Moodle <http://eperalta.org/fall2015/>

I will frequently use email to contact biology 2 students. If you do not use your peralta.edu email, please follow this link to learn how to forward your Peralta email to your preferred site:
<http://web.peralta.edu/it/studentemail/>

ENGRADE is a web-based grade book where your grades will be posted throughout the semester. You will need to register independently and individually to access this site. Information to access to this site will be given separately [engrade.com].

I expect 100% attendance. *You are responsible for any and all material that you miss.*

There is a direct correlation between attendance and a grade, which means those who miss the most, tend to have the lowest grades.

My study partners names and numbers and/or e-mail addresses

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

ATTENTION: All students are being required to use their Peralta email account. Official communication to students will be sent only to their Peralta email.

The Peralta Student Email System is available for students enrolled at Peralta. The student email system is hosted by Microsoft Outlook Live.

IMPORTANT: After you sign in you must complete the registration form

To access your student email account go to: <http://outlook.com>

a) Use your Passport User ID and add @cc.peralta.edu for login ID (ex: jacr1234@cc.peralta.edu)

b) The password is the same as your Passport password on first login. Your username and password are ALL LOWER CASE

Because all communication from the school will go to your peralta.edu email address, you might want to **REDIRECT your peralta.edu email to your preferred email account.**

You will find easy to follow steps to redirect your email here:

<http://web.peralta.edu/de/files/2010/12/Redirect-Student-Email-handout.pdf>