

ESA Meeting Minutes August 22 2014

Present: Julie Bray-Ali, Becca Walker, Dave Mrofka, Craig Webb, Mike Hood, Micol Christopher, Hilary Lackey, Mark Boryta

1. June meeting minutes approved.
2. Constellation Lab: in Sept. it will be Thursdays 1:30-2:30. More sections will be added later and we will discuss scheduling at the Sept. meeting.
3. We are excited to have Matthew Naas staffing the Natural Sciences Division Computer Lab. He will be attending Astronomy 99 meetings to learn planetarium programming and he will take over managing the plotter.

Department needs ceiling projectors in the Natural Sciences Computing Lab and the Observatory. Look into using the older projectors from the classrooms (that were replaced this fall).

4. Resource Room staffing.

Mon 8:30-6	Tue	Wed	Thur	Fri
			8:30-11:30 Koestel	
Work study 8:30-1:00	12:14-1:15 Bray-Ali		11:30-1 Hood	Work study 8:30-2
1:30-3 Boryta	Webb 1:30-3:0		Work study 1-4	
3-4 Mrofka		3-4 Mrofka		

5. Department Mission Statement: we need an understanding of “rigor” and to include research projects and field trip policies. Faculty need to be in agreement with and supportive of our mission and philosophy. The need for this is so that we:

- have consistency among course instructors so that students know what to expect
- provide new faculty guidance on the academic tenor and expectations of our department
- tie the philosophy/mission statement to PIE
- can continue to support and improve our field studies programs.

Department members present spent over one hour discussing what we want to list as goals and how we achieve them.

- Academic Rigor rubric. We drafted a rubric and divided into teams to refine it and discuss in the Oct. meeting.

6. Classroom observation of new adjunct, Bryan Murray within the first 4 weeks. Shelly Regalado is teaching Ocean 10 lecture for the first time and Larry Mendenhall needs another visit.

7. Lab parity. We strategized how to address concerns of the Lab Parity Committee. We will add a statement to each lab syllabus about how the course period is run (faculty lecture on concepts, faculty present during the period, etc.)

8. Chairs meeting: Enrollment; SLO/GEO and use of data; STEM Center - please share your ideas of what should be included, etc. Also, send STEM flyers about student research opportunities to Beta Meyer, who is starting a Web page.

9. Mark K. - Hilary will draft some basic lab prep instructions for the oceanography and geology 8 labs and send them around for input from instructors

10. Purchase large and small items in alignment with our department mission. A “small” item is now \$500 and under.

Meeting adjourned 3:05