

Chemistry Dept Meeting Minutes
May 18, 2016 3:00 – 5:00 pm, (7-2114)

APPROVED

Present:

Terri Beam	Jenny Chen	Todd Clements	Eileen DiMauro	Kamran Golestaneh X	Kenny Huang
Jenny Leung	Iraj Nejad	Charles Newman	Thang Nguyen	Janet Truttmann*	Jody Williams Tyler
Tatiana Lopez	Steven Bernard				

X absent, *taking minutes
visiting: Karen Long from IT

Item	Topic	Discussion/Outcomes
1	Announcements a) Evening Chem Lab Tech position b) MOM c) Debbie Day	a) The closing date for this position is June 6. b) 5 faculty including adjunct met on May 6 th to discuss great ideas in teaching. The next meeting will probably be sometime in August. c) Debbie Boroch Science Day was Saturday, May 14. Eileen and Thang did an activity involving biodiesel, and Jenny L., Betsy Lawlor, and Chris Briggs did an activity involving solar ovens. Thank you to faculty and stockroom staff Tatiana Lopez and Steven Bernard for supporting this event.
2	Review/approve May 4, 2016 meeting minutes.	May 4, 2016 minutes were approved as amended.
3	Stockroom Forum	The following were discussed: <ul style="list-style-type: none"> no issues discussed
4	Technology update: Karen Long	Karen Long from IT updated the department on a variety of technology issues. <ul style="list-style-type: none"> Karen has an assistant, Nef, that will be helping with the daily technology issues in the department. There are a number of software programs that are installed on the computers in the CTC that we are out of compliance with regard to licensing. Faculty discussed the programs and indicated that they were no longer being used and that Karen could remove them. The college is no longer supporting Dell computers and is also switching to Windows 10. This means that we will need to replace the computers that are currently serving the MeasureNet system and the NMR. This will also require the purchase or updating of the instrument software to be compatible with Windows 10. Karen has obtained 7 new computers to replace those mentioned above. Faculty computers also need to be updated to Windows 10. The department should request funds for additional chargers and Mac video adapter cables through PIE The department raised an issue regarding automatic updates of the laptops used for classroom projection. Because the computers are stored away between classes, faculty sometimes must wait a long time for the computers to either shut down or start up when updates are being installed. We inquired about getting desktops instead of laptops. The department should request new computers for our two new hires. Faculty will have to justify any needs for Mac computers over PCs.
5	Discussion Item: STEM Center Information request (due Fri. May 20)	The STEM Center has requested department information for posting. Iraj will respond.
6	Discussion Item: Outcome Mapping Approval (due in TracDat Jun1)	The department approved the outcome mapping grid based on our work last meeting. Jenny L. will forward to the division for entry into TracDat.
7	Discussion Item: Department Chair Nomination and Election	Eileen DiMauro and Todd Clements were nominated and the nominations were closed. Elections will take place at the next meeting on May 25.
8	Discussion Item: Department Committees and Coordinators (textbook requisition due May 27 th to bookstore)	Jenny L. put up an Excel spreadsheet of department duties. Faculty volunteered for various roles (see attached). Coordinators, please give textbook requisitions to Jenny L. by next Wednesday, May 25.

9	Discussion Item: Schedule (Winter/Spring 2017) (due Jun 1 to Division)	<p>Jenny L. had been informed that Winter and Summer schedules would have to move to either a 2 day or 4 day per week format. The Division has requested an exemption from the college due to labs. We are waiting to hear back from the Division before scheduling Winter 17. However, the department discussed offering 3 Chem 10s and 6 Chem 40s. The labs will be scheduled in dedicated rooms (1 for Chem 10 and 2 for Chem 40 to minimize equipment sharing issues) and starting at the 11:30am time slot to give the stockroom staff the morning hours to prep the rooms.</p> <p>The department proposed the following numbers of sections for spring 2017.</p> <table><tr><th>Course</th><th># Sections</th></tr><tr><td>Chem 10</td><td>12</td></tr><tr><td>Chem 20</td><td>3</td></tr><tr><td>Chem 40</td><td>18</td></tr><tr><td>Chem 50</td><td>14</td></tr><tr><td>Chem 50H</td><td>1</td></tr><tr><td>Chem 51</td><td>9</td></tr><tr><td>Chem 80</td><td>4</td></tr><tr><td>Chem 81</td><td>3</td></tr><tr><td>Total</td><td>64</td></tr></table> <p>Jenny L. will send the blank schedule out to faculty. Please send your requests to Jenny L. prior to the June 1 scheduling meeting.</p>	Course	# Sections	Chem 10	12	Chem 20	3	Chem 40	18	Chem 50	14	Chem 50H	1	Chem 51	9	Chem 80	4	Chem 81	3	Total	64
Course	# Sections																					
Chem 10	12																					
Chem 20	3																					
Chem 40	18																					
Chem 50	14																					
Chem 50H	1																					
Chem 51	9																					
Chem 80	4																					
Chem 81	3																					
Total	64																					
10	Discussion Item: PIE (due to division July 1)	Jenny L. has sent out the previous year’s document for review. The department decided against creating a google document, but rather to enter information directly into the form at the May 25 th meeting.																				
11	Discussion Item: Office for new hires	The chemistry adjunct office will revert to office space for our two new hires. Suggestions were made about alternative office space for the adjuncts. Suggestions included using the student study room, converting part of the mailroom, and the small office over in building 60.																				
12	Reports/Updates a) New Course (Chem 9) b) Chem 10/40 SLO planning c) FA/AS/Clubs	<p>a) The new course is at stage 3. Karelyn will review before the deadline.</p> <p>b) Jenny L., Thang, and Janet met to discuss the upcoming (F16) SLO assessment for Chem 10. Janet and Thang offered to write new assessments—one will be on solution concentrations and dilutions and the other will be on metric conversions and dimensional analysis.</p> <p>c) Jenny C. reported news from FA. Senate report was done over email by Janet.</p>																				
last	Open Mike	<p>Terri has updated the department website with course and SLO information—THANK YOU Terri!</p> <p>Eileen will update SLOs in TracDat—THANK YOU Eileen!</p> <p>Jenny L. will request TracDat accounts/access for all FT faculty so that we can access files.</p>																				

Next dept meetings: May 25, June 1 and 8 (as needed), June 10 (end of semester dept. outing?)

Committee meetings and deadlines:

CHEMISTRY DEPARTMENT COMMITTEES/COORDINATORS/ETC.

	Fall 2016	Summer 2016	Spring 2016
Course Coordinator			
Chem 10	Kenneth Huang	Todd Clements	Thang Nguyen
Chem 20	Iraj Nejad		Iraj Nejad
Chem 40	Todd Clements/Charlie Newman	Jenny Leung	Kamran Golestaneh
Chem 50	Jenny Chen		Jenny Chen
Chem 50H	Terri Beam		
Chem 51	Thang Nguyen		Eileen Dimauro
Chem 80	Janet Truttmann		Jody Williams-Tyler
Chem 81	Jenny Leung		Jenny Leung
Academic Senator	Janet/Jenny L		Janet/Jenny L
Faculty Association Representative	Eileen DiMauro?		Jenny C
Club Advisor			
Chemistry Club	Kenny		Kenny, Eileen, Thang
Apple Club	Thang/Jenny L		Thang/Jenny
Outstanding Chemistry Student Award Coordinator	Thang		Thang
Adjunct Interview Coordinator	Todd??		Todd
Department Meeting Minutes Taker	Kamran??		Janet
Snacks Coordinator	N/A		N/A
Updates CTC Schedule	Todd		Todd
Updates Department Website and Listserv and Group	Terri		Terri
Probationary Team Members (Todd)	N/A		Charlie/Iraj/Jenny L
Probationary Team Members (Thang)	Jody/Jenny C/Kenny/Eileen		Jody/Jenny C/Kenny/Eileen
Probationary Team Members (Masoud)	TBD		
Probationary Team Members (Parisa)	TBD		
Adjunct Faculty Evaluation	ALL		All
Adjunct Interviews	ALL		All (Terri/Charlie)
Facility Modification	Charlie/Eileen/Jenny L/Jody/Kenny		Charlie/Eileen/Jenny L/Jody
Chem 80 Course Review	Jody/Janet/Jenny L/Charlie/Iraj/Thang		Jody/Janet/Jenny L/Charlie/Iraj/Thang
Chem 81 Course Review	Jody/Janet/Jenny L/Charlie/Iraj		
Chem 99 Course Review	N/A		Charlie/Iraj/Terri
Family Science Festival	Eileen/Jenny L/Thang/Kenny		Eileen/Jenny L/Thang
Debbie Boroach Day	Eileen/Kamran??/Thang/Jenny		Eileen/Kamran/Thang/Jenny
Job announcement flyer	N/A		All
Hiring team	N/A		Janet/Jenny C/Jody/Kenny
New Chemistry Course	Jody/Terri		Jody/Eileen/Terri/Kamran
New Chemistry for Engineers (Chem 50E) Course	Eileen/Todd/Kenny/Terri		
Lab Manual Production Team (Chem 10)--on campus	Janet		
Lab Manual Production Team (Chem 40)--on campus	Jenny L/Jody		
Lab Manual Production Team (Chem 50)--on campus	Charlie/Eileen		
Lab Manual Production Team (Chem 51)--Day N Nite	Todd/Eileen		
Lab Manual Production Team (Chem 20)--Day N Nite	Eileen		
Lab Manual Production Team (Chem 80/81)--Day N Nite	Iraj		