SEP 03 2015 MH

Chemistry Dept Meeting Minutes
August 19, 2015   3:00 – 5:00 pm

Present:

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

X absent, *taking minutes

Item	Topic	Outcome
1	Announcements	Welcome to new part-time stockroom technician, Andrew Kochi. Jenny and Jody thanked Terri for her help and Chair Handbook in transitioning to co-chairs. Chair division of duties: Jenny – facilitate meetings and minutes, scheduling, budget, office hours. Jody – primary contact for dept, evaluations, hiring, office hours. New co-chairs to continue practices of Chair office Visitor Card, committee work, transparency and entire dept in decision-making. Reminder for the Organic Chemistry training workshop and STEM Open House on Friday during Flex Day.
2	Review/approve June 3, 2015 mtg minutes	Minutes were approved as amended.
3	Stockroom Forum	Stockroom technician work hours (T: 8:30-5 MW, 8:30 – 5:30 TRF, S: unknown, A: MWR 4:30 – 9:30, T 4:30 – 8:30). New binders in prep rooms for locker combinations. Reorg of o-chem podium. Reminder of water leak in 7-2123 over summer. Test dividers are in new location under counter in balance rooms. Lottery requests were approved by Division, and money will be moved into our accounts. Give 24 hour notice to stockroom for chem demos. No chemicals to leave Mt. SAC for other schools. Check out equipment during lab, do NOT just set on counter and let students take it. Write on Lab Comment sheets your ideas, suggestions, observations during lab, for improving curriculum. If lab set-up is incomplete, call stockroom from lab. Talk to technicians or leave message, then send student to get needed items.
4	Budget	All requisitions and budget transfers or revisions still approved by Terri, until Jenny and Jody have access to Banner. They have completed training, but still do not have official Approver status. Suggestion for future PIE – list all items as "HIGH" priority in order to be placed on Lottery requests. Change amount for AA facility modification in PIE to $20K, and add Data Sources in Internal/External Conditions. We will modify 2014-2015 PIE at next meeting.
5	Dept tasks and volunteers	FA – JC, AS – JT and JL, APPLE advisors – TN, JL, and Kay, Chem Club advisors – KH, TC, TN, lab manual cmte (TBD at next meeting), Todd eval team (CN, JL, IN), Thang eval team (JWT, JC, KG, KH), adjunct faculty interview coordinator – TC, meeting minutes – TB, OCS awards – TN, no snacks, CTC schedule – TC, Web pages and Listserv admin – TB
6	Curriculum	Need previous SLO reports (51, 80, 99) brought to meeting, Chem 51 is scheduled to be assessed in Fall 2015, but further discussion is needed on whether to delay this assessment cycle for Chem 51. Chem 81 SLO to be assessed in Spring 2016. Next courses for 4-year review – Chem 80, Chem 81, Chem 99 (required). Need to set a future 3-year timeline for SLO assessment.
7	Scheduling	Need someone to teach Chem 10 lab on Mon 3-6:10.
8	Hiring	Need someone to interview on Friday August 21 at 4:00 pm. Meeting on Wed, Aug 26 at 3:00 pm for discussion on requests for 3 new faculty positions. Will discuss items for new brochure.
9	Facility Modifications	Jody updated us on summer discussion with deans on possibilities for moving forward with facility modifications. In general, faculty were not in favor of having 2 different o-chem labs across the hallway from each other, where it is necessary for students to walk through the hall with organic chemicals or lab ware. Discussion to continue.
10	Outreach	Voted to hold Family Science Festival in Fall (possible date Nov 7). Commitments to attend event at next meeting.
11	Request to use balance	Earth science requested use of an analytical balance. CN to get more info. Chairs to make decision, based on new info.
12	Open Mike	No items.

Next dept meetings: 9/2, 9/16, 10/7, 10/21, 11/4, 11/18, 12/2, 12/9 (optional)

Other meetings: 8/26 (new faculty positions)