

Chemistry Dept Meeting Minutes
February 17, 2016 3:00 – 5:00 pm, (7-2114)

APPROVED

Present:

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

X absent, *taking minutes

| Item | Topic | Discussion/Outcomes |
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| 1 | Announcements/Updates | <ul style="list-style-type: none"> Faculty reported on winter events/doings <ul style="list-style-type: none"> Charlie reported that all of the students participating in the STEM teaching grant program successfully completed their course and internship. Eileen reported that the MtSAC Chemistry Department hosted an ACS Academic Lab Safety workshop on January 29th for area lab technicians. Jody reported that she and Jenny L. had been working on the GCMS instrument over winter and were developing some experiments to try in Chem 81. Jenny L. reported on: <ul style="list-style-type: none"> changes in division staffing (Brenda will be handling scheduling and Lizette is the new admin. secretary) the department conducted several adjunct interviews over winter resulting in new hires for spring there will be an NMR training workshop on Friday, February 19th from 9am-2pm for interested faculty; A representative from the instrument company will run a hands-on workshop and preview the new software available. Adjuncts are also invited and can get paid for up to 4 hours. the bookstore has provided the results from our fall lab manual sales upcoming Puttin' on the Hits show; Jenny asked if department was interested in going as a group |
| 2 | Review/approve Dec. 2, 2015 mtg minutes | Minutes were approved as amended. |
| 3 | Stockroom Forum | <ul style="list-style-type: none"> Tatiana provided the following technician hours for Spring: <ul style="list-style-type: none"> Andrew M-Th 5:45-10:30 pm Tatiana M-F 8:30-5:00pm Steven will provide his hours at a later time. Tatiana reported on the budget and the need to spend down accounts (items needed to her by end of February to meet end of March purchasing deadlines) <ul style="list-style-type: none"> There is money for software. The department discussed purchasing Chem Draw licenses and the new NMR software. It was decided that the department would purchase one new license for Chem Draw to support faculty new to teaching organic. Eileen will communicate with stockroom regarding needed items/chemicals for Chem 51 Electrochemistry experiment. Tatiana is looking into purchasing a small refrigerator for the Chem 10/Chem 40 prep room to store items needing refrigeration. Faculty requested purchase of 1 modular spectrometer (in PIE) with remaining funds Tatiana raised a concern regarding equipment usage during weeks 13 and 14 of the upcoming spring semester—specifically the simultaneous need for Spec 20's in both Chem 40 and Chem 50 (and running these classes in four different lab rooms). Ways to accommodate the labs were discussed and it was decided that Chem 50 would use MeasureNet instead of the Spec 20s for the Copper Concentration lab this semester. Tatiana will work with course coordinators to make sure that prep sheets match the lab manuals and actual items needed for the lab. She also suggested that it would be helpful if future experiment write-ups (or prep sheets?) included a list of all required lab items—even those in student drawers—to facilitate prep when classes are offered in “non-dedicated” lab rooms. She also requested that any changes to experiments/prep sheets be highlighted and/or communicated directly with her separately when provided at the beginning of the term. Finally, it was suggested that all student lockers have identical equipment lists rather than separate lists for each course. Further discussion on these items is needed. |
| 4 | Facility Modification update | <ul style="list-style-type: none"> Two meetings were held during winter (meeting notes were previously emailed out by Jenny L.). Plans are moving forward for renovation. Faculty asked that issues with the ventilation system in building 7 be brought up at the next meeting. |
| 5 | Portal Update | <ul style="list-style-type: none"> Jenny L. reminded faculty of the new portal website. She is working with IT to set up new chemistry “groups” for storage of department documents. It was decided that we would request 2 groups—one for all faculty called “Chemistry Faculty”, and one for full-time faculty called “Chemistry Department”. |

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| | | Both of these groups would be "hidden." IT will be transferring our stored files into these new groups. Please do not upload files until the details have been worked out. |
| 6 | Department Tasks and Committees | <ul style="list-style-type: none"> Jenny L. presented a table of tasks and positions. Faculty volunteered for various jobs. Lab manual committees still need to be discussed. |
| 7 | New Chemistry Course | <ul style="list-style-type: none"> Terri reported that she has obtained several books and syllabi from other institutions for a non-majors chemistry course. Interested faculty will meet on March 9th at 3pm. |
| 8 | Schedule (Spring, Summer, Fall 16) | <ul style="list-style-type: none"> Item postponed due to lack of time. |
| 9 | SLO's updates (Chem 99, 51, 81) | <ul style="list-style-type: none"> Charlie and Iraj are continuing to work on the analysis of the Chem 99 SLO Eileen, Todd, and Thang are working on the upcoming Chem 51 assessment (to be given spring 2016) Jenny L. is working on the Chem 81 assessment (to be given spring 2016) Interested faculty will meet on April 13th at 3pm to begin the planning and writing work on Chem 10 and Chem 40 SLOs that will be assessed in Fall 2016 |
| 10 | Course Review Chem 99, Chem 80 | <ul style="list-style-type: none"> Chem 99 course review committee will meet February 24th at 3pm Chem 80 course review committee will meet February 24th at 3pm |
| 11 | PIE (due to division by end of May; preferably earlier) | <ul style="list-style-type: none"> Jenny L. will bring to a future department meeting for review the outcomes statements she has written for our current PIE requests (items cannot be purchased without completing this). |
| 12 | Evaluation | <ul style="list-style-type: none"> Jody will be constructing a list of all adjunct faculty needing evaluations this semester and asking for volunteers to conduct evaluations at a future department meeting. |
| 13 | Future Agenda Items | <ul style="list-style-type: none"> |
| last | Open Mike | <ul style="list-style-type: none"> Eileen has prepared a student survey to be given to all Chem 40 sections on the first day of lab to help the department evaluate how many sections of each course are needed. It was discussed that a similar survey should be given to Chem 50, 51 and 80 sections as well. Eileen will develop and send out to course coordinators for distribution. Jenny L. will make sure that we have enough Scantron sheets to accommodate this. The phone in the stockroom (x4549) has been fixed to show blinking light when messages. |

Next dept meetings: March 2 and 16, April 6 and 20, May 4 and 18, June 1 and 8 (as needed), June 10 (end of semester dept. outing?)

Committee meetings:

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| February 24 th | Chem 99 and Chem 80 Course Review |
| March 9 th | new course meeting |
| April 13 th | Chem 10 and Chem 40 SLO planning |