

Chemistry Dept Meeting Minutes  
March 16, 2016 3:00 – 5:00 pm, (7-2114)

APPROVED

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 absent, \*taking minutes

Joan Scholars from Faculty Association attended the first part of the meeting.

Item	Topic	Discussion/Outcomes
1	Announcements a) FA visit b) Chair Meeting	<p>a) Joan Scholars provided an update on some current happenings in the Faculty Association and fielded questions from department members.</p> <p>b) Jody provided an update from the most recent chair's meeting</p> <ul style="list-style-type: none"> <li>The division is asking for requests for permanent budget increases; we should consider calculating/estimating the cost per section for various courses to justify our requests for additional funds based on number of added sections.</li> <li>Faculty should have been notified as to which year of the evaluation cycle they are in.</li> <li>A reminder to include a link to SLOs and DSPS contact information in all syllabi.</li> <li>The division will be looking at room utilization.</li> <li>The Pathways Project will impact our program, including possibly how many sections we offer, etc.</li> <li>A division list of our prioritized PIE requests was provided.</li> </ul>
2	Review/approve March 2, 2016 meeting minutes. Review/approve December 2, 2015 minutes	<p>March 2, 2016 minutes were approved as amended.</p> <p>December 2, 2015 minutes were approved as amended.</p>
3	Stockroom Forum	<p>The following were reported by stockroom staff:</p> <ul style="list-style-type: none"> <li>Styrofoam coolers have been obtained for use by nighttime faculty to store ice when access to stockroom is not available.</li> <li>Course coordinators should inform faculty about sending students to stockroom to obtain ice during stockroom hours and to check coolers in the evening.</li> <li>There was/is a problem with the software on the ATR/IR instrument. The software will randomly generate "kill files" that prevent the instrument from acquiring new data (observable when successive scans are identical). Steven has been working with the manufacturer. There is no long-term fix available at this time. To resolve immediate issues, the kill files have to be found and removed. Steven knows how to do this, so contact him if you experience problems.</li> <li>A reminder that there will be evacuation drills tomorrow (3/17/16) between 10am and 2pm. Please make appropriate adjustments if you were planning an exam.</li> </ul>
4	Reports/Updates a) NMR Training b) MOM c) Course review (Chem 99, Chem 80) d) Portal updates e) First day survey f) FA/AS g) Clubs h) Schedule	<p>a) 7 faculty including 4 adjunct attended a 4-hour NMR training on Spring Flex Day.</p> <p>b) During the NMR training, faculty discussed the desire to meet informally to discuss and share ideas regarding curriculum. Chris Fernandez volunteered to organize MOM Fridays (Melding of the Minds) for this purpose. Check your email for updates on dates and times.</p> <p>c) The Chem 99 committee met on 3/9/16 to work on completing the SLOs for course review. Course Review for this course is due before May 31, 2016. The Chem 80 committee met on 3/9/16 to discuss the lecture and lab outlines. This committee will meet again on 3/23/16 at 3pm to continue the work.</p> <p>d) Two chemistry groups have been created—one for full time faculty and one for all faculty. It was reported that the full time faculty group is still hidden from members. Jenny L. will contact IT to correct problem. The more general group site is also still hidden and will remain so until we work out the bugs with the first site.</p> <p>e) Eileen will provide a summary of the results of the surveys at the next meeting.</p> <p>f) Jenny C. provided some updates from recent Faculty Association meetings:</p> <ul style="list-style-type: none"> <li>The department needs to be careful when scheduling adjuncts with regard to overload. Adjuncts may go "over" only one semester in a 3 year period. Sub hours count toward this. (Refer to Matt Judd's email regarding obtaining approval for subs.)</li> <li>The College is exploring converting Campus Security into a Campus Police Department. The Faculty Association is working on a resolution to oppose this change. Jenny has more information if desired.</li> </ul> <p>g) The Chemistry Club is currently inactive due to lack of officers. The APPLE Club is active and will start meeting on Monday evening.</p> <p>h)</p>

5	Discussion Item: a) MestreNova b) IR	<p>a) There is new software available for the NMR that reduces the amount of time required by students to process the Fourier Transform output and obtain an NMR spectrum. The cost is \$5000 for a perpetual license (with an optional 20% per year annual update fee). Jenny asked the department if we should request this item from the division's software funds. The department indicated that if division money was available to go ahead and make the request. However, additional information on the level of support for the software if updates were not purchased was requested.</p> <p>b) The maintenance contract/warranty on the FTIR's is up. Cost for renewal is \$8000 per year. It was argued that these contracts are generally not cost-effective. However, Tatiana was present for this discussion and recommended purchase of the contract because a new laser of the IR can cost \$6-10k. The chairs will review the contract details (i.e. what's covered and what's not) with stockroom staff and provide more information to the department at a later time.</p>
6	Discussion Item: Laboratory Curriculum a) Timeline for lab manual and Experiment files b) Course Coordinator and lab committee responsibilities	<p>a) There will be an "edits" meeting for the department authored lab manuals on March 30, 2016 at 3pm. It was requested that authors and course coordinators be present to receive feedback. Anyone interested in providing feedback on experiments should attend. Coordinators should bring preproof binders to the meeting because these contain written feedback on experiments as well.</p> <p>b) Item postponed due to lack of time.</p>
7	Discussion Item: Outstanding Chemistry Student (OC ACS) a) Nomination and selection process	<p>a) Nominations need to be submitted to the chairs by 3/23/16 so that we can vote and send a name forward to the OC ACS. Thang will email the list of past section winners to aid in the nomination/discussion process.</p>
8	Discussion Item: Class size limit	Postponed due to lack of time.
9	Discussion Item: Evaluation	Jody passed around a list of adjunct faculty needing evaluations this semester. Faculty signed up to conduct these evaluations. Evaluations should be conducted between 3/28 and 4/15. Please get all completed materials to Jody by 4/29.
last	Open Mike	Postponed due to lack of time.

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

Committee meetings:

March 23 <sup>rd</sup>	Chem 80 course review meeting
March 30 <sup>th</sup>	Chem 40/50/51 edits meeting
April 13 <sup>th</sup>	Chem 10 and Chem 40 SLO planning