

Chemistry Dept Meeting Minutes  
April 6, 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 X	Janet Truttmann*	Jody Williams Tyler
Tatiana Lopez	Steven Bernard X				

X absent, \*taking minutes

Item	Topic	Discussion/Outcomes
1	Announcements a) OC ACS Award b) Lab Manual Sale c) M.O.M. Meeting, May 6th	a) Hussam Nassman has been selected by the faculty and will attend the awards dinner with his family on April 20 <sup>th</sup> . Todd may also attend, but if he can't either Jenny L. or Jody will attend. b) Department funds from publishing lab manuals at Day & Nite for Chem 20, 40, 50, 80, and 81 were reported (from sale of 953 lab manuals) c) Faculty will meet from 9-11am to share ideas and materials. Room 7-2102 has been reserved and POD is providing funding for snacks
2	Review/approve March 16, 2016 meeting minutes.	March 16, 2016 minutes were approved as amended.
3	Stockroom Forum	The following were reported by stockroom staff: <ul style="list-style-type: none"> <li>The stockroom will be switching over to the new Global Harmonized System of chemical labeling as required by law. This will require re-labeling of all stored chemicals. This will occur over the summer. As part of this effort, the stockroom requests that we consider consolidating some chemicals. For example, some experiments call for 0.1M, 0.10M, or 0.100M HCl solutions. Can we be consistent with how many significant figures/level of precision we need? The issue of "unknowns" was also raised—what changes are needed so that we can continue to provide students with unknown samples and also comply with the labeling laws?</li> <li>The possibility of scheduling a department-wide safety training of faculty with Melanie Cruz was also discussed. The faculty were generally in favor of this.</li> </ul>
4	Discussion Item: Chem 99 SLO	The Chem 99 course review committee reported that they had developed 5 SLOs that could be used for the various ways we have offered this course. Two of these SLOs were assessed last summer and the committee presented the results for department approval. The first SLO included pre and post quizzes to assess knowledge gains as a result of the course. Students showed significant gains in content knowledge as a result of the course. The second SLO assessed student perceptions of confidence in their preparation for Chem 80. Results were also positive. The department approved both SLOs for uploading into the department group on the portal and TracDat. Jenny will create a folder in the portal and Iraj will upload the files. Eileen will upload the information into TracDat.  Jenny also requested that additional faculty consider getting trained on TracDat so that all of this responsibility does not fall on Eileen. Courses are now being offered through POD.
5	Discussion Item: Evaluation	We still need 3 additional volunteers to evaluate adjunct faculty. Jody sent the list around again, and volunteers were obtained. The evaluations need to be performed within the next two weeks and the completed evaluations are due to Jody by April 29 <sup>th</sup> .
6	Discussion Item: Schedule (Spring, Summer, Fall 2016)	Fall 2016 Schedule: Jenny L. proposed a schedule for our new faculty member that the department approved. Jenny will now start scheduling adjunct faculty.  Jenny also reported that the Division has requested that we send our "blank" schedules for pre-approval before we start assigning classes. Matt has verbally approved our Fall 2016 schedule. Faculty suggested that we send the division our spring 2017 schedule to Matt asap so that if changes are needed in the numbers of sections offered, we have adequate time to schedule and staff them.  It was also discussed that the recent and substantial growth of chemistry offerings necessitates additional college support in terms of faculty, stockroom staff (especially nighttime support) and supply budget. The chairs are working with the division on these topics.  Summer 2016 Schedule: We currently have 1 Chem 10 and 3 Chem 40's staffed for the summer and one of each on hold until enrollment numbers are checked.
7	Discussion Item: Laboratory Curriculum a) Timeline for lab manual edits, submission of	a) Several faculty met previously to discuss suggestions for edits to the Chem 40, 50 and 51 lab manuals. Suggestions have been written into the prep room binder copies of these manuals for authors to review. Jody has scanned the prep room binder copies for Chem 40 and 51 and emailed to the

	<p>experiments, publisher, etc.)</p> <p>b) Course Coordinator and lab committee responsibilities</p>	<p>authors. Chem 50 authors need to check the binder in the prep room. The department agreed that new experiments for Chem 40, 50 and 51 and edits of existing experiments must be completed and uploaded to the portal by May 13<sup>th</sup> for review by faculty (experiment, professor's notes and prep sheets). A new folder for each year and a new subfolder for each experiment should be created in the portal to store these documents.</p> <p>Course committees will meet on Wednesday, May 25<sup>th</sup> to determine which experiments will go in the lab manual for each course for the 2016-2017 academic year. If time permits, fall lab schedules should also be determined at that meeting. The department is continuing with its agreement to alternate the publishing location of the multi-authored lab manuals on a yearly basis. Therefore, for the 2016-2017 academic year, Chem 40 will be published on campus, Chem 50 will be published on campus and Chem 51 will be published at Day &amp; Nite.</p> <p>Iraj said that suggestions for edits to the Chem 80/81 lab manuals could be submitted to him for consideration by the beginning of the summer. Janet requested that Chem 10 suggestions be made by May 13<sup>th</sup>.</p> <p>b) Jenny L. will provide a hard copy of her proposal for course coordinator and lab committee responsibilities to all FT faculty before the next department meeting for discussion at the next meeting.</p>
8	Discussion Item: Class size limit	Discussion postponed until a later time.
9	<p>Reports/Updates</p> <p>a) Course review (Chem 99, Chem 80)</p> <p>b) Portal updates</p> <p>c) First day survey</p> <p>d) FA/AS/Clubs</p> <p>e) Lab manual feedback/edit meeting</p> <p>f) New Course</p>	<p>a) Course review for Chem 99 can now proceed since the SLO work has been completed. Their next meeting will be Monday, April 11<sup>th</sup> at 1pm. The Chem 80 committee continues to meet to discuss course review. Their next meeting will be Wednesday, April 27<sup>th</sup> at 3pm.</p> <p>b) FT faculty now have access to the chemistry group on the portal.</p> <p>c) Eileen reported the results of the department survey of enrollment trends (see attached). We also discussed minor modifications to the survey and administering it next year. Key findings from this semester include:</p> <ul style="list-style-type: none"> <li>a high percentage of our chem 40 and chem 50 students are engineering majors</li> <li>a high percentage of students on our survey declared "other" as their major</li> <li>roughly 90% of the students surveyed were enrolled or on the waitlist</li> </ul> <p>d) The Chemistry Club now has officers and Kenny will be the club advisor.</p> <p>e) (see 7a)</p> <p>f) Terri reported that the committee has been working on the proposal for the creation of a new non-majors chemistry course. A C-ID descriptor already exists for this type of course. The committee is in contact with the physics department to address any issues of overlap. Their next meeting is Wednesday, April 13<sup>th</sup> at 3pm</p>
last	Open Mike	<p>Iraj offered that he has seen the new version of "ALEKS" on-line homework system and was impressed. He would like to invite the publishers to demonstrate their product to us maybe over the summer. Several faculty expressed interest in attending.</p> <p>Kenny brought up an issue regarding the laptops used for projection in the various classrooms. Since faculty need these laptops to project when class starts, automatic updates of the software are a problem that can delay the start of class or cause a faculty member to have to wait at the end of class while the computer installs updates. Suggestions were made as to possible solutions, but no definitive recommendations were made.</p> <p>It was also mentioned that Karen from IT has expressed concern about some of the software used by the department (in the CTC and for MeasureNet) and the need for updating these. These issues should be addressed in our next PIE.</p>

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

Committee meetings and deadlines:

April 11 <sup>th</sup> 1 pm	Chem 99 Course Review
April 13 <sup>th</sup>	Chem 10 and Chem 40 SLO planning
	New Course
April 20 <sup>th</sup>	OC ACS Awards Dinner
April 27 <sup>th</sup>	Chem 80 Course Review
April 29 <sup>th</sup>	Deadline for submission of adjunct evaluations to Jody

May 13<sup>th</sup>  
May 25<sup>th</sup>

Deadline for submission and upload of new and edited experiments for Chem 40, 50 and 51  
Course meetings for Chem 40, 50 and 51 lab manual contents and lab schedules

## CHEM 40

	First batch	Second Batch	Total	%
Surveys	384	56	440	
1 Status			0	
a enrolled	304	48	352	80.00
b waitlist	42	7	49	11.14
c crash	14	0	14	3.18
2 Why				
a interesting	15	2	17	3.86
b general ed requirement	45	9	54	12.27
c prerequisite for class	181	20	201	45.68
d required for major	107	23	130	29.55
e other	12	1	13	2.95
3 Taken Before				
a first chem class	71	10	81	18.41
b high school chem	222	32	254	57.73
c more than 5 years ago	27	2	29	6.59
d repeating entire course	25	7	32	7.27
e dropped before end	14	4	18	4.09
4 Major				
a chem/biochem	27	4	31	7.05
b bio sci	55	12	67	15.23
c engineer	106	13	119	27.05
d allied health	70	8	78	17.73
e other	100	18	118	26.82
5 Take 50				
a yes at Mt. SAC	274	41	315	71.59
b yes at another school	23	4	27	6.14
c no	60	10	70	15.91
6 Take 51				
a yes at Mt. SAC	199	23	222	50.45
b yes at another school	41	5	46	10.45
c no	117	27	144	32.73
7 Take 80				
a yes at Mt. SAC	100	18	118	26.82
b yes at another school	57	7	64	14.55
c no	199	30	229	52.05
8 Take 81			0	0.00
a yes at Mt. SAC	82	17	99	22.50
b yes at another school	56	6	62	14.09
c no	218	32	250	56.82

who  
are  
these?

## CHEM 80

59

1 Status	# Students	%
a enrolled	46	77.97
b waitlist	9	15.25
c crash	3	5.08
2 Why		
a interesting	3	5.08
b general ed requirement	0	0.00
c prerequisite for class	11	18.64
d required for major	35	59.32
e other	9	15.25
3 Major		
a chem/biochem	13	22.03
b bio sci	24	40.68
c engineer	3	5.08
d allied health	5	8.47
e other	14	23.73
4 Take 81		
a yes at Mt. SAC	32	54.24
b yes at another school	24	40.68
c no	2	3.39

## CHEM 50

	Firstbatch	Second batch	Total CHEM 50 Students	
Total	211	55	266	
1 Status				%
a enrolled	162	41	203	76.32
b waitlist	35	10	45	16.92
c crash	10	4	14	5.26
2 Why				
a interesting	4	1	5	1.88
b general ed requirement	6	0	6	2.26
c prerequisite for class	50	17	67	25.19
d required for major	136	34	170	63.91
e other			0	0.00
3 Major				
a chem/biochem	24	7	31	11.65
b bio sci	35	13	48	18.05
c engineer	70	14	84	31.58
d allied health	23	11	34	12.78
e other	51	10	61	22.93
4 Take 51				
a yes at Mt. SAC	142	41	183	68.80
b yes at another school	28	5	33	12.41
c no	37	9	46	17.29
5 Take 80				
a yes at Mt. SAC	75	28	103	38.72
b yes at another school	31	3	34	12.78
c no	101	24	125	46.99
6 Take 81				
a yes at Mt. SAC	57	18	75	28.20
b yes at another school	37	8	45	16.92
c no	109	28	137	51.50

who?

## CHEM 50

Total	CHEM 50 H		Total CHEM 50 + 50H	
	27		293	
1 Status	50H	%		%
a enrolled	24	88.89	227	77.47
b waitlist	3	11.11	48	16.38
c crash	0	0.00	14	4.78
2 Why				
a interesting	1	3.70	6	2.05
b general ed requirement	1	3.70	7	2.39
c prerequisite for class	3	11.11	70	23.89
d required for major	19	70.37	189	64.51
e other		0.00	0	0.00
3 Major				
a chem/biochem	1	3.70	32	10.92
b bio sci	8	29.63	56	19.11
c engineer	7	25.93	91	31.06
d allied health	1	3.70	35	11.95
e other	10	37.04	71	24.23
4 Take 51				
a yes at Mt. SAC	15	55.56	198	67.58
b yes at another school	7	25.93	40	13.65
c no	5	18.52	51	17.41
5 Take 80				
a yes at Mt. SAC	11	40.74	114	38.91
b yes at another school	8	29.63	42	14.33
c no	8	29.63	133	45.39
6 Take 81				
a yes at Mt. SAC	9	33.33	84	28.67
b yes at another school	7	25.93	52	17.75
c no	11	40.74	148	50.51

## CHEM 51

Total	227
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1 Status	# of students	%
a enrolled	182	80.18
b waitlist	33	14.54
c crash	6	2.64

2 Why		
a interesting	11	4.85
b general ed requirement	5	2.20
c prerequisite for class	48	21.15
d required for major	137	60.35
e other	20	8.81

3 Major		
a chem/biochem	35	15.42
b bio sci	63	27.75
c engineer	<u>36</u>	15.86
d allied health	33	14.54
e other	<u>54</u>	23.79

4 Take 80		
a yes at Mt. SAC	91	40.09
b yes at another school	57	25.11
c no	71	31.28

5 Take 81		
a yes at Mt. SAC	76	33.48
b yes at another school	64	28.19
c no	70	30.84