

Chemistry Dept Meeting Minutes
April 20, 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) Chair meeting b) TracDat and PIE training c) Summer/Fall 2016 schedule d) NMR	a) Outcomes mapping of our SLOs is due by June 30. Jenny L. provided handouts about how this is done. b) TracDat and PIE training are available now through POD c) The Fall 2016 schedule was passed around for faculty to verify its correctness. d) The NMR is currently not working—samples are not spinning. Jenny L. and Iraj have attempted to fix it to no avail. The company has been called and we are awaiting response. It was noted, however, that the manufacturer recommends weekly maintenance that includes cleaning the spinner assembly. This has not been done up to now and we need to have a discussion about who can take on this task.
2	Review/approve April 6, 2016 meeting minutes.	April 6, 2016 minutes were approved as amended.
3	Stockroom Forum	The following were discussed: <ul style="list-style-type: none"> Tatiana would prefer to receive the lab schedules and prep sheets for each course together two weeks before the start of the semester. Some issues were raised regarding ordering of chemicals and supplies when experiments are changed, since it can take a while for ordered items to arrive. It was suggested that we put an item in PIE regarding a budget for trying out new experiments. One of the balances in the lab was broken. Tatiana called the vendor, but it was almost as expensive to fix it as replace it. Steven was able to fix the balance. Thanks Steven! Stockroom staff are trying to order more magnesium. Budget deadlines have past, but they've been extended until tomorrow.
4	Discussion Item: Laboratory Curriculum a) Course coordinator and lab committee responsibilities	a) Jenny L. presented a document for discussion listing tasks that need to be done and a possible breakdown of responsibilities between course coordinators, lab manual committees, and the department as a whole. The discussion was started and some revisions were suggested, but the discussion was not completed due to lack of time.
5	Discussion Item: Class size limit	Our current class size limits for Chem 10, 20, 40, 50, 51, and 80 are at 24 in WebCMS. Chem 81 is currently set at 20. Class size limits are set by the Senate class size committee. The space limitations in the organic lab (room 7-2111) with only twelve two-person hoods available were also mentioned.
6	Discussion Item: Evaluation	Item postponed due to lack of time.
7	Discussion Item: Schedule (Winter, Spring 2017)	Item postponed due to lack of time.
8	Discussion Item: Outcome mapping (due in TracDat June 30)	Item postponed due to lack of time.
9	Discussion Item: PIE (due to Division July 1)	Item postponed due to lack of time.
10	Reports/Updates a) New Course b) Chem 10/40 SLO c) Course Review (Chem 99) d) Portal updates e) FA/AS/Clubs	a) Terri and Jody have been meeting to work on the new course. Physics has no objections and the process is moving forward. They will try to match the new course to the existing C-ID descriptor. Terri will email the course to everyone and will be asking for department approval at the next meeting. b) Item postponed due to lack of time c) The Chem 99 SLOs have been approved and the course review proposal has been generated in WebCMS. The proposed changes to the course were presented and approved by the department. d) The chemistry portal group is now active and faculty have been able to upload files.
last	Open Mike	Congratulations to Charles Newman on his Educator of Distinction Award! This continues the tradition of excellence in the department with past winners of Classified Staff Awards won by Steven Bernard and Tatiana Lopez.

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

Committee meetings and deadlines:

May 13th
May 25th

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