

Chemistry Dept Meeting Minutes  
December 2, 2015 3:00 – 5:00 pm, (7-2122)

Present:

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 X	Steven Bernard X	Andrew Kochi x			

X absent, \*taking minutes

Item	Topic	Outcome
1	Announcements/Updates	<ul style="list-style-type: none"> <li>Faculty on hiring committee, please attend EEO training on Dec 3 at 3:00 pm. or during Winter.</li> <li>Dept dinner at 4:00 pm at BJ's Pizzeria in West Covina. RSVP to Jenny L.</li> </ul>
2	Review/approve Nov 18, 2015 mtg minutes	Minutes were approved as amended.
3	Stockroom Forum	<ul style="list-style-type: none"> <li>Stockroom staff were busy with lab checkout and were not present for discussion.</li> <li>Items that were presented by faculty, that can be discussed in future:               <ul style="list-style-type: none"> <li>Faculty suggest that there should be increased staffing in the stockroom during check out times.</li> <li>It was suggested that faculty be notified by stockroom, in advance if possible, about changes to the experiment's prep instructions.</li> </ul> </li> </ul>
4	Scheduling	<ul style="list-style-type: none"> <li>Fall 2016 semester was scheduled with FT faculty, with all deferrals noted.</li> <li>A new schedule will be presented by Jenny L next semester, that utilizes our lecture rooms better, and reduces having lecture classes meet in another building.</li> <li>There was some discussion on whether to increase the offerings of o-chem classes, in order to permit students to finish their chemistry sequences.</li> <li>Terri suggested a "mock scheduling session" with any newly proposed schedule.</li> </ul>
5	Hiring Brochure	<ul style="list-style-type: none"> <li>Some changes to "major duties and responsibilities" and "Preferred Qualifications" sections.</li> <li>Equivalencies section needs to be updated. Jenny L to email to us and HR.</li> </ul>
6	Chem 40 lab manual	<ul style="list-style-type: none"> <li>Spring 2016 Chem 40 lecture schedule to remain the same as Fall 2015. Spring/Summer 2016 lab schedule/manual was selected from pool of experiments.</li> <li>Kamran to email new lecture/lab schedule to everyone.</li> <li>Terri and Kenny to produce manual with Day &amp; Nite.</li> <li>Jenny L to place all files on Introductory material in the portal.</li> </ul>
7	Dept tasks	<ul style="list-style-type: none"> <li>Textbooks/lab manuals needed: Chem 10 textbooks (TN), Chem 50 lab manuals and professor notes (JC), Chem 40 manuals and professor notes (TB and KH), Chem 80 textbook</li> <li>Spring 2016 Course coordinators to send lecture/lab schedules to chair, stockroom personnel, and Spring 2016 adjunct faculty.</li> <li>Terri offered to make static web pages for each FT faculty for Chemistry web site.</li> </ul>
8	Reports/Updates	<ul style="list-style-type: none"> <li>FA report – Calendar Option B for 2017-2018 won (no week off at Thanksgiving.) There will be an initial discussion in the spring about Public Safety.</li> </ul>
9	Open Mike	No items.

Next dept meetings: Feb 17 - Spring 2016 Dept (3:00 pm) and All Faculty Kick-Off meeting (6:00 pm)

Other meetings: March 2 and 16, April 6 and 20, May 4 and 18, June 1 and 8 (optional)