

Chemistry Dept Meeting Minutes  
June 3, 2015 3:00 – 5:00 pm

APPROVED

Present:

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

X absent, \*taking minutes

Item	Topic	Outcome
1	Review/approve May 20, 2015 meeting minutes	Minutes were approved as amended.
2	Announcements	Lecture/lab schedules for all courses are due by June 12 <sup>th</sup> to Terri – hard copy and electronic copy. Email lec/lab schedule to teaching faculty; check that they have new books. Re-upload Chem 40 expts with no page numbers, and an even number of pages. Todd to coordinate Chem 10, and Terri to coordinate Chem 40 and Chem 50 during summer. Grades are due by 5:00 pm on Tuesday, June 16 <sup>th</sup> . Received C-ID approval for 20* (102), 40 (101), 50 (110), 50H (110), [80+81] (160S). Baccalaureate program in Histotechnology was denied. Jenny L volunteered for Early Alert Program (Math).
3	Stockroom Forum <ul style="list-style-type: none"> <li>Issues</li> <li>Budget and purchases</li> <li>Requests</li> </ul>	No stockroom personnel were present during this portion of meeting. Faculty made suggestions to order larger “small” test tubes, 15 hot plates, watch glasses, crucible tongs, burets, rubber bulbs, tygon tubing, stir plates, HCl, zinc, copper tubing for vacuum trap, filter for GC/MS, model kits for Chem 20 only. It was suggested that the new lab experiments and prep sheets should be carefully checked for new items that are needed for those new experiments. Terri to meet with technicians in June to discuss these issues.
4	O-chem issues <ul style="list-style-type: none"> <li>Volunteering to teach</li> <li>Enrollment cap</li> <li>Training for Fall 2015 faculty</li> <li>Instrument Room walk through</li> </ul>	<p>We agreed to allow a faculty who volunteers to teach o-chem courses to choose whether they will teach for a year-long rotation, or just for a semester. If they choose to teach for one semester only, their name remains in the future pool of available faculty for rotation selection. Faculty can choose to teach Chem 80 or Chem 81 during their rotation, or when they volunteer. If we have a minimum of 2 faculty teaching o-chem courses, then we will not select a faculty for a rotation.</p> <p>We agreed to a hard cap on enrollment for Chem 80 (24 students) and Chem 81 (20 students), for safety purposes. If a faculty wishes to enroll past the hard cap, then they must first discuss this option with the chair and the dean.</p> <p>Jenny L and Charlie to arrange a formal training meeting with all faculty who are teaching o-chem classes for Fall 2015. Other faculty are also invited to attend.</p> <p>Terri announced that the dept will do a walk-through in our Instrument Room on Wed, June 10<sup>th</sup> at 3:00 pm to try to clean up, organize, and remove unused items.</p>
5	Spring 2016 scheduling	Completed Spring 2016 scheduling. Terri to try to finalize scheduling over summer.
6	PIE update	We finalized and unanimously approved PIE, except for section on “Success and Retention Data”. Terri to check on what to insert in that section, and then submit PIE.
7	Chem 50 and Chem 51 SLO reports	Chem 50 and Chem 51 SLO reports were approved with the addition of this sentence “It is suggested that the Department address what to do with SLOs that do not meet the Criteria for Success”.
8	Articulation agreements	All presented courses from UC – Irvine, Humboldt State, Sacramento State do not articulate with us.
9	Mastering Chemistry demo on Wed, Aug 19 <sup>th</sup> from 12-2 pm	Terri to contact Katherine Chong at Pearson to arrange this demonstration. She will ask them to bring food.
10	End of year party	We agreed to meet at AppleBees on Friday, June 12 <sup>th</sup> at 4:00 pm for an early dinner before commencement.
11	FA report	Jenny C gave a FA report.
last	Open Mike	Candyce announced that her last day of work with us will be June 17 <sup>th</sup> . Jenny L announced that her FIG was presenting its findings at 10:30 am on Friday.

Fall 2015 dept meetings: Kick Off Mtg - Aug 19, Sept 2 and 16, Oct 7 and 21, Nov 4 and 18, Dec 2, and Dec 9 (optional)