

Chemistry Dept Meeting Minutes
November 18, 2015 3:00 – 5:00 pm, (7-2122)

APPROVED

Present:

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

X absent, *taking minutes

Item	Topic	Outcome
1	Announcements/Updates	<ul style="list-style-type: none"> One request for a new faculty position has been approved. We will create only one brochure. Only Tatiana and Steven have access to School Dude currently. Jenny L and Jody will ask for access. Division asked for input for PowerPoint presentation to be used for new adjunct faculty orientation. Our request for dedicated lecture rooms for our Chem 80/81/20 courses has been denied. Place any requests for an additional stockroom technician in our department PIE document. Textbook requisitions are due to Jenny L by Thursday, Nov 19. We have received additional new laptops for lab use, and a color printer for FT faculty use. We loaned current textbooks for each of our courses to the STEM Center, and will donate old textbooks.
2	Review/approve Nov 4, 2015 mtg minutes	Minutes were approved as amended.
3	Stockroom Forum	<ul style="list-style-type: none"> O-chem: need more storage locations for items. Steven to work with o-chem instructors to find appropriate storage for lab items. We need to ask division to arrange for a working phone line that flashes for messages in the bldg. 60 stockroom, so technicians will see to access messages left by faculty.
4	Reports/Updates	<ul style="list-style-type: none"> No AS or FA report. Chem Club: members attended San Geronio section annual meeting. Club won first place in campus costume competition (zombie chemists). APPLE Club: helped at Family Science Festival. Family Science Festival update (Eileen): many thanks to all who helped with event, especially Eileen, Jenny L, Thang, Terri, Tatiana, Steven, Charlie, Kenny, Jody, Elaine Zhou, Ana Mayo, David Srullevitch, Kay Dutz, Chris Fernandez, John Nguyen, Kathryn Colby, Masoud Roueintan and many Mt. SAC student volunteers. About 220-250 people participated in event. See FSS report at end of minutes. Debbie Boroch Science Day event in May 2016: Kamran to use his solar truck as a demo on sustainability, Eileen to do a biodiesel demo. NSF Conference update (Iraj): he reported on current grant activities and heard about other grants. Two Mt. SAC students involved in our grant were selected to attend with him. ACS Green Chemistry Roadmap Initiative update (Iraj): reported on the vision and timeline for creation and implementation of green chemistry roadmap, connecting all national educational and industrial partners.
5	Facility	<ul style="list-style-type: none"> Instrument room clean-up continues. Jody and Jenny L will facilitate the removal of various non-course Instrument Room items to salvage, trash or storage elsewhere. Facility modification committee – Jenny L will request Wed, Jan 13th afternoon for meeting with Matt.
6	Curriculum	<ul style="list-style-type: none"> Chem 51 and Chem 81 SLO planning meeting for Spring 2016 assessment after dept meeting. JL to email newly proposed SLO timeline to everyone. Discussion occurred on teaching hybridization of terminal atoms in Chem 50/50H topics. Chem 40 lecture lab schedule for Spring and Summer terms to be decided during Dec 2 meeting.
7	Hiring	<ul style="list-style-type: none"> JL to email old hiring brochures for review before finalization. Will finalize brochure at Dec 2 meeting. We need to conduct more adjunct interviews – need volunteers. Hiring team for new position: JT, KH, JWT, JC. Alternate: KG.
8	Scheduling	<ul style="list-style-type: none"> One Chem 10 class for Winter 2016 is in danger of being canceled, due to low enrollment. TC to teach Chem 10 during Summer 2016.
9	Dept tasks	<ul style="list-style-type: none"> Course coordinators, Sp 2016: 10 – TN, 20 – IN, 40 – KG, 50 – JC, 50H – TB, 51 – ED, 80 – JWT, 81 – JL. Textbook requisitions for Spring 2016 were distributed, and are due to Jenny L by Nov 18.
10	Open Mike	<ul style="list-style-type: none"> Dept agree to have Mt. SAC host a 6-hr ACS Lab Safety workshop on Friday, Jan 29th. It was decided to have an end-of-semester dinner at BJ's in West Covina on Wed, Dec 9th at 4:00 pm.

Next dept meetings: 12/2 (scheduling, Chem 40 lec/lab schedule, finalize hiring brochure), 12/9 (dept dinner)

Other meetings: Feb 17 (Spring 2016 Dept and Kick-Off meeting)