

Chemistry Dept Meeting Minutes
November 4, 2015 3:00 – 5:00 pm, (7-2122)

APPROVED

Present:

Terri Beam*	Jenny Chen	Todd Clements	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	Andrew Kochi			

X absent, *taking minutes

Item	Topic	Outcome
1	Announcements/Updates	<ul style="list-style-type: none"> Jenny has received and deposited royalties from Day & Nite for Summer and Fall terms. Family Science Festival sign-up sheets are posted on Chair door. There will be planetarium shows from 10-12 that day. OCS award items were received.
2	Review/approve October 7, 2015 mtg minutes	Minutes were approved as amended.
3	Stockroom Forum	No items reported.
4	AS/FA/ Clubs	<ul style="list-style-type: none"> Janet gave AS report. Jenny C presented results of negotiations survey, and proposals for 2017-2018 calendar (options B and D (week at Thanksgiving)). We will vote on Calendar Options at next meeting. APPLE and Chem Club helping with Family Science Festival. Chem Club attended ACS luncheon, and cleaned up their items from Instrument Room. APPLE Club had speaker from Oregon.
5	Facilities modifications	Matt and Karelyn were present to announce that the College will support facilities modification for our dept. We should work to finalize our plans ASAP, and also include any new equipment requests that will be needed to accompany a facilities modification in this year's PIE document. A committee (ED, CN, JL, JWT, KH) will move forward with current plans.
6	Curriculum	<ul style="list-style-type: none"> Chem 51 SLO planning (select topics, and who to create assessment) meeting -Nov 18, 5:00 pm. Chem 81 – JL to move forward with planning. Jenny L presented a new timeline for future SLO assessments.
7	Hiring	<ul style="list-style-type: none"> Volunteers for new faculty brochure review and hiring team – IN, JC, ED, JT, KH, KG + one chair. Will finalize decision on brochure and who is on team before end of Fall term. Jenny L to find out whether we already decided to create one or two brochures for our new faculty position(s). We need to conduct more adjunct interviews – need volunteers.
8	Scheduling	<ul style="list-style-type: none"> A brief discussion on scheduling “split” classes was held. Many faculty felt that this topic is covered by contractual obligations, and that no further discussion is needed on this topic at this time. Terri offered that faculty with split classes could volunteer to conduct additional evaluations. Jody mentioned that faculty could volunteer to conduct more adjunct faculty interviews. Jenny L requested that faculty consider teaching an entire class, instead of teaching only portions of courses. Winter 2016 scheduling is complete (5 Chem 40s, and 4 Chem 10s). The PDF version of Schedule is available, and there are many mistakes in it. Jenny L to work with Division on possibilities for making the Schedule appear correct in the PDF version from now on. Jenny will work with Stockroom on prepping issues for Winter term. It was suggested that we request from a “dedicated” lecture room for our Organic Chemistry lecture classes, and that other chemistry lecture classes be scheduled into Science Complex buildings if possible.
9	Dept tasks	Course coordinators for Spring 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 by Nov 18.
10	Open Mike	No items.

Next dept meetings: 11/18, 12/2, 12/9 (optional)

Other meetings: