

Chemistry Dept Meeting Minutes  
October 21, 2015 3:00 – 5:00 pm (7-2122)

Present:

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

X absent, \*taking minutes

Item	Topic	Outcome
1	Announcements/Updates	<ul style="list-style-type: none"> <li>Jenny will assume Chair duties during Winter 2016.</li> <li>Course coordinators for Wi2016 are: Chem 10 (JT), Chem 40 (JL).</li> <li>Wi2016 lecture/lab schedules/manuals will be same as Fall 2015.</li> <li>Family Science Festival meeting on Oct 22, 4-5 pm. Jenny made fliers to distribute. Terri to place info/flier on our web pages, and distribute through social media. The Family Science Festival stuff in Instrument Room will be used and then stored elsewhere.</li> <li>The last new faculty position brochure was distributed. Jenny asked everyone to review it in advance of discussions to approve it, in case we are allowed to hire this year.</li> <li>Facilities modification is moving forward; Terri and Jody to draw up diagrams on previous suggestions.</li> <li>Chem 80 course review is continuing. Next meeting is Wed, Oct 28 at 3:00 pm.</li> <li>Jenny announced that Mt. SAC has applied for a Pathways grant.</li> <li>Anyone wish to be EDC rep? meetings Tue 1:30 – 3:00, 3x month, 3 year commitment</li> <li>Anyone wishing to donate old textbooks, place them under table in Faculty Workroom.</li> </ul>
2	Review/approve October 7, 2015 mtg minutes	Minutes were approved as amended.
3	Stockroom Forum	<ul style="list-style-type: none"> <li>Use new ordering form when requesting office supplies. Markers will be ordered.</li> <li>Get new hot water urns, smaller.</li> </ul>
4	AS/FA/ Clubs	Janet emailed AS report. Jenny C reminded everyone to complete online FA survey for negotiations items. APPLE and Chem Club helping with Family Science Festival.
5	Articulation with CSU-LB	Our courses do not articulate.
6	Adjunct faculty award	Nominate Kay Dutz.
7	Evaluations	All Fall 2015 evaluations are assigned. Submit completed and signed forms to Jody by Oct 30 <sup>th</sup> .
8	Curriculum	<ul style="list-style-type: none"> <li>We voted to deactivate the Chemical Technician Program.</li> <li>Janet to take lead on Chem 51 SLO for Sp2016 – will set up meeting soon to select topic and assign assessment. Jenny L to take lead on Chem 81 SLO for Sp2016. Kenny to place Chem 80 SLO report in portal. Jenny L to contact Emily Woolery about Chem 99 SLO to see what can be done about it (get a “pass”?).</li> <li>New non-majors courses (lec alone, lab alone) – JWT &amp; TB to begin this process</li> </ul>
9	Outstanding Chemistry Student Awards	Terri and Todd to look for new items (to replace DNA mugs) to be used for awards.
10	Scheduling	Jody initiated a discussion on the effect of the number of “split” classes in our offerings. Discussion to continue.
11	Open Mike	No items.

Next dept meetings: 11/4, 11/18, 12/2, 12/9 (optional)

Other meetings: 10/22 (FSS), 10/28 (Chem 80 review)