

Chemistry Dept Meeting Minutes  
October 7, 2015 3:00 – 5:00 pm

Present:

Terri Beam*	Jenny Chen	Todd Clements X	Eileen DiMauro X	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"> <li>Jody and Jenny to meet privately with deans this week (monthly meeting).</li> <li>Our 3 requests for new faculty positions were submitted.</li> <li>Family Science Festival meeting today (JL, TN, ED).</li> <li>Jody, Jenny L, and Terri met to brainstorm facility modifications – developed ideas will be brought to future meeting. Jody to find out from Division is there is a timeline for submitting our plans for Fac. Mod.</li> <li>We are obtaining input from adjunct faculty on Chem 80 course review.</li> </ul>
2	Stockroom Forum	<ul style="list-style-type: none"> <li>Rationale for new supply and equipment purchases was discussed. We need additional supplies and equipment (heating mantles, macroscale kits, other) due to increase in sections, breakage, and performing new experiments.</li> <li>More o-chem lab equipment should be moved and kept (locked) in available, empty cabinets or drawers in 7-2111 or 7-2117, so instructors can access it during classes.</li> <li>Instrument room survey results direct us to remove all unnecessary items (Chem Club, Mole Day, vacuum pump, plastic roll, old Waters HPLC, broken mechanical pump, support gases, old copier, electronic typewriter, zero air generator, non-functioning printers, TV/DVD on cart, “extra” Bunsen burners) from Instrument room to other locations or salvage (Jody to facilitate salvage).</li> <li>It was suggested that an Organic Chemistry Lab Equipment User’s Manual be created to help all o-chem faculty to know how to properly use and maintain our expensive and delicate lab equipment.</li> </ul>
3	Review/approve September 16, 2015 mtg minutes	Minutes were approved as amended.
4	Evaluations	There are new rules on evaluations of adjunct faculty in new contract – review completed Classroom Visitation forms with adjunct faculty within 2 weeks of visit, all new hires need to be evaluated for each CRN they teach, many adjunct faculty (depends on status) can conduct their own Student Evaluations. More evaluations need to be conducted by FT faculty than ever before. Evaluations to be completed, signed (CV only) and submitted to Jody by end of 10 <sup>th</sup> week (Nov 2).
5	Hiring	Jody to coordinate interviews while Todd is on leave. We have a possible faculty intern for Spring 2016 semester, if we can match him with a FT faculty.
6	Curriculum	<ul style="list-style-type: none"> <li>Chem 80 SLO - Kenny still working on report – needs to give more “meaningful” use of results.</li> <li>Chem 99 SLOs - need to be done this year in order to comply with Chem 99 4-year course review, and to reach 100 % compliance with College’s SLO plan.</li> </ul>
7	Website	Terri gave an update on the website re-design project by College, and showed our Chemistry Dept’s new web pages. We can modify content on any pages in future. New pages to launch Oct 15 <sup>th</sup> .
8	FA Report	Jenny C gave FA report.
9	Open Mike	No items.

Next dept meetings: 10/21, 11/4, 11/18, 12/2, 12/9 (optional)

Other meetings: 10/14 (Chem 80 course review)