

Chemistry Dept Meeting Minutes
September 17, 2014 3:00 – 5:00 pm

NOV 13 2014 *Wing ok*

Present:

Terri Beam	Jenny Chen	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	Candyce Ramirez X			

X absent, *taking minutes

Item	Topic	Outcome
1	Review/approve Sept 3, 2014 meeting minutes	Minutes were approved as amended.
2	Announcements	Additional equipment money is available this year. We will obtain quotes for large ticket items from PIE and submit to Division. The Chemistry Dept request for a new faculty position for next year was ranked at #8 in all Division requests. All adjunct faculty evaluations to be conducted by October 10 th . Winter textbook requisitions are due to Terri by Oct 15 th (Janet – 40, Todd – 10). We should be hearing from the Lab Parity by the end of Sept on our course re-submissions. Terri's dept goals for 2014 – 2015 are to create and obtain approval for a new course - Chem 51H, to finalize the dept's plans for the Chem 40 lab curriculum for 2015-2016 year, complete 4-year review for 2 courses, and to obtain 100% TracDat compliance on chemistry SLOs.
3	"Rollover" vs "Master" schedule - Fall 2015	Terri will email both schedules to faculty and ask for a vote at the next dept meeting on which schedule we wish to use for future scheduling. The Master Schedule uses nearly exclusively our rooms, and offers classes across many time blocks.
4	Minimum Quals/Equivalencies review	Terri asked us to consider adding to our equivalencies, in order to be able to hire more adjunct faculty with differently titled degrees and adequate chemistry coursework. This topic to be revisited in a future meeting. Currently: "Equivalency: Bachelor's degree in Chemical Engineering <u>AND</u> Master's degree in Biochemistry, Chemical Engineering, Chemical Physics, Physics, Molecular Biology, or Geochemistry"
5	C-ID descriptors for chemistry courses	Chem 50/50H approved as C-ID CHEM 110. Terri presented other descriptors, and we agreed to apply for C-ID 101 for Chem 40, C-ID 102 as Chem 20, C-ID 160S as Chem 80&81 sequence. Terri to contact Jamaica Fowler to begin these new C-ID applications.
6	Tentative agenda for curriculum retreat	Tentative retreat agenda was reviewed. Dept voted and agreed to address Chem 50 and Chem 51 courses at retreat.
7	Update on Chem 40 lab manuals	Kenny found out that Pearson has capability to create custom lab manuals using their existing manuals with our experiments added. He shared the Pearson website for creating custom manuals. Jenny C shared the Cengage website for creating custom lab manuals, and also found a free custom manual from Santa Monica College. Steven and Tatiana urged us to decide new Chem 40 experiments early in Spring, so we can use budget to buy supplies before the end of the 2014-2015 fiscal year.
last	Open Mike – AS report	Jenny L gave a AS report, and asked for our vote on the SSSP plan, Social Media task force, and Brown Voting Act – we voted yes for all items. Jenny C gave a FA report, and asked for input on the temporary MOU regarding adjunct faculty re-hire rights, and the newly proposed FA committee structure – we voted to support both of these items. Discussion on the use of Faculty and Staff workroom does not include students taking assessments; other arrangements must be made by faculty for those students – either at the Testing Center or in the dept with faculty supervision. Students are not allowed in the Faculty Workroom without direct faculty supervision, and the door is to be kept closed.

Next meetings: 10/15(select cc's), 10/29, 11/5, 11/19(schedule for Fall 2015), 12/3, 12/10(optional)