

Chemistry Dept Meeting Minutes  
June 1, 2016 3:00 – 5:00 pm, (7-2114)

APPROVED

Present:

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

X absent, \*taking minutes

Item	Topic	Discussion/Outcomes
1	Announcements a) Welcome Masoud and Parisa b) June 10, 2pm department lunch/dinner	a) The department welcomed our new hires, Masoud Roueintan and Parisa Mahjoor, and invited them to the department celebration on June 10 <sup>th</sup> . b) The chemistry department will meet at Applebees on June 10 <sup>th</sup> at 2pm to celebrate the end of the year.
2	Approval of May 25 <sup>th</sup> minutes	The minutes of May 25 <sup>th</sup> were approved as amended.
3	Stockroom Forum	The stockroom staff has sent out an email to faculty with procedures for check-out. Since we currently have no stockroom staff during the evening hours, night labs should clean their drawers, but just circle any missing items on the check-out cards and leave them in the prep room (rather than obtaining replacements).
4	Discussion Item: PIE	The department continued to work on the document. We will try to finish at the next meeting.
5	Discussion Item: Department Committees and tasks	Jenny L. presented the document we edited at the last meeting. See attached.
6	Discussion Item: Office for new hires	Janet volunteered to move offices so that each new faculty member could be in an office with an experienced member.
7	Discussion Item: Organic	The Division intends to add an additional night Chem 80 for Fall 16 and wants to increase to 8 sections of Chem 80/81 for the spring schedule to accommodate growth. The department <b>feels strongly</b> that the increased number of sections will be difficult to staff, will cause increases to the workload of the stockroom staff, and will require additional money for supplies. Even when fully staffed (2.5 techs), stockroom support in building 7 is extremely limited which creates safety concerns when faculty have to leave lab to obtain supplies. The department strongly requests an additional full-time stockroom technician to be assigned to building 7 to support faculty and support instruction.
8	Discussion Item: Schedule (Winter/Spring 2017) (due Jun 1 to Division)	Full-time faculty members chose their preferred schedules for the Spring 2017 semester.
9	Reports/Updates	none
last	Open Mike	none

Next dept meetings: June 8 , June 10 (end of semester dept. outing at 2pm at Applebees)