

Chemistry Dept Meeting Minutes
August 20, 2014 3:00 – 5:00 pm

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 X	Steven Bernard X	Candycce Ramirez X			

X absent, *taking minutes

Item	Topic	Outcome
1	Review/approve June 4, 2014 meeting minutes	Minutes were approved as written.
2	Announcements	Our new faculty, Thang Nguyen, was introduced to all faculty. Mandatory Flex Day is on Friday, Aug 22, 8-3 at Design Technology Center (Bldg 13). Revised syllabi with 5% for Lab Final exam for lab parity review are due to Terri by 1:30 on Friday. Chemistry received Division equipment rankings of #2 (2 FTIR), and #10 (storage cabinets). We will get both items. Chem 20 SLO report due this semester. Chem 20 GEO assessment to be done this semester. Chem 50 and 50H SLOs this semester – faculty to review old reports to decide on new topics or re-assess. Dept curriculum retreat to be on Friday, Sept 26 th , 9:00 – 3:00. Terri to find out if faculty teaching on Friday can get subs for their classes. New locks on doors. Faculty are reminded to get a different key for “other” rooms outside of chemistry rooms. Division has a vision for STEM Center on campus – give me any suggestions to take to Division. Chem 10 textbook is available for student rental at bookstore. Last call for Winter 2015 classes for FT faculty. Terri distributed the Division PIE document for all to review.
3	MeasureNet Data Files clean up	All old MeasureNet data files have been deleted off the MeasureNet controller computers in rooms 60-3620, 60-3628, and 60-3617. Chem 50 and Chem 51 faculty will need to create an instructor folder using only this path: C:\.....\MeasureNet Data Files\
4	Lab experiment substitutions – Fall 2014	All experiment substitutions to official lab schedules will be prepped in advance and managed by the faculty doing the substitution. Notify Stockroom personnel of all substitutions at least 2 weeks in advance, and try to minimize impact on stockroom efficiency.
5	Chem 40 lab curriculum	Began a discussion on direction for future Chem 40 lab curriculum. Terri to find out whether current lab manual is available for 2015-2016 year. Discussion to continue.
6	TracDat update	Eileen requested that SLO and GEO files uploaded to portal include course, short SLO/GEO title, semester, and cycle information so she can properly order SLO and GEO information in TracDat. Faculty to re-upload 2013-2014 Chem 10 and Chem 40 SLO and GEO reports by end of Sept.
7	Family Science Festival	Eileen asked for verification of faculty involvement in this year’s event on October 11, 2014, themed “Chemistry of Candy”. Charlie, David Srulevitch, Jenny L, Eileen to participate in event. Dept can fund partially, if original receipts are submitted to Terri. Faculty may be needed for training. Cabinets below display cases will be used to store some items.
last	Open Mike	AS reps – Janet and Jenny L, FA rep – Jenny C. Remind.com for free anonymous one-way texting to students.

Next meetings: 9/3, 9/17, 10/1, 10/15, 10/29?, 11/5, 11/19, 12/3, 12/10