

MTA ok to post

Chemistry Dept Meeting Minutes
November 19, 2014 3:00 – 5:00 pm

Present:

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

X absent, *taking minutes

Item	Topic	Outcome
1	Review/approve Oct 29, 2014 meeting minutes	Minutes were approved.
2	Announcements	Spring 2015 textbook requisitions are due to Terri today. Course packets are due at Dec 3 rd meeting.
3	Course packets	<p>Folders for course packets were distributed to packet volunteers. Obtain course-specific curriculum documents from portal and place hard copies of the following into the folders:</p> <ul style="list-style-type: none"> • official course info from WebCMS • required materials (textbook – title, author, # edition, # custom edition for Mt.SAC, lab manual, goggles, lab notebook, etc) • lecture schedule (chapter order) • lecture topics to be covered • learning objectives • lab schedule (which expts, their order by week and days of week, if possible) • portions of each experiment that is minimum coverage • lab techniques or concepts to be taught
4	Chem 40 lab curriculum	The dept agreed to include 15 experiments for the Spring 2015 Chem 40 lab curriculum - 7 experiments from Karelyn's manual, 4 dept-authored experiments (Jenny L and Kamran), and 4 experiments from Santa Monica College. Faculty are asked to review the "favorite" experiments from each resource, so that the final selection of the experiments and experiment order can be completed at the Dec 3 rd dept meeting.
5	Scheduling for Fall 2015	This item was tabled until next meeting, due to the lack of full-time faculty requesting to teach Chem 80 and Chem 81 courses. Terri to send out tentative teaching requests, so faculty can work out conflicts if they wish.
6	Minimum Quals review/modification	<p>The dept liked the following suggested wording for our equivalencies, and agreed to work on the details ("??") at a future meeting:</p> <p>Bachelor's degree in CHEMISTRY or BIOCHEMISTRY or any science-related undergraduate degree with a minimum "??" of coursework in chemistry AND an advanced degree in CHEMISTRY or BIOCHEMISTRY or any science-related post-graduate degree with a minimum "??" of coursework in graduate level chemistry OR equivalent.</p>
7	Update on SLOs and GEOs	Past Chem 10 SLO reports are in portal, and appropriately named. Chem 40 SLO reports need to be uploaded to portal. Chem 20 was not discussed, as Eileen was not at meeting. Updates on this semester's assessments were given by Janet and Terri - from Chem 50 (Redox – week 7, Solution Concentrations on final exam) and Chem 50H (Program SLO on Problem Solving already done, Labware Precision SLO at lab final exam).
8	AS report	Jenny L emailed a report of the last AS meeting. The dept voted to support the Ag Dept's resolution.
last	Open Mike	End of semester party to be hosted by Terri, Saturday Dec 13 th .

Next meetings: 12/3 (course packets), 12/10 (optional)

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

Present:

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

X absent, *taking minutes

Item	Topic	Outcome
1	Review/approve Nov 19, 2014 meeting minutes	Minutes were approved as written.
2	Announcements	Terri requested to take a photo of the dept for the Division's end-of-semester newsletter. If attending the Chemistry Holiday Party, please bring a wrapped "white elephant" gift to exchange. Terri asked faculty to bring 2 hard copies of all Spring 2015 official course lecture and lab schedules to the next dept meeting on Dec 10 th . Any items to be included into Course Packets should be inserted into course folders in chair's office by January 1.
3	Course offerings for Summer 2015	The dept agreed to offer 2 Chem 10's, 2 Chem 40's and one Chem 50 course during Summer 2015 term.
4	Dates of Spring 2015 Dept and Kick-Off meetings	The dept agreed to have our first Spring 2015 dept meeting on Wed, Feb 18 th at 3:00 – 5:00 pm, followed by our Kick-Off meeting with adjunct faculty at 6:00 pm. Other Spring 2015 dept meetings are: 3/4, 3/18, 4/1, 4/15, 5/6, 5/20, 6/3, 6/10 (optional)
5	Dept and Course packets	<p>Todd created a Dept packet, and it is being reviewed by Terri. For course packets, the dept agreed to compile all official and unofficial items to be distributed to all faculty who teach that course. Anyone may contribute to any course packet. Janet offered to create a cover sheet explaining use and importance of course packet. Folders for each packet to be kept in chair office. Terri to make copies after Jan 1, 2015 and distribute. Packets will be housed in credenza in Faculty Workroom. Items that may be included in course packets:</p> <ul style="list-style-type: none"> • official course info from WebCMS • required materials (textbook – title, author, # edition, # custom edition for Mt.SAC, lab manual, goggles, lab notebook, etc) • lecture schedule (chapter order) • lecture topics to be covered • learning objectives • lab schedule (expt order by week and days of week) • portions of each experiment that is minimum coverage • lab techniques or concepts to be taught • sample syllabi
6	Chem 40 lab curriculum	<p>For Winter 2015 term, the dept voted to "roll" the Fall 2014 Chem 40 lab schedule. Jenny L offered to coordinate communications with Winter 2015 Chem 40 faculty and stockroom.</p> <p>For Spring 2015, the following experiments were chosen for the Chem 40 lab schedule: A Chemical Search (KH), Measurements (KH), Density (KH), Introduction to Volumetric Glassware (KH), Electron Configuration (J/K), Nomenclature (SMC), Common Reactions (J/K), Single & Double Replacement Reactions (SMC), Hydrate (J/K), Mole Ratio (SMC), Gases (KH), Molecular Structure (J/K), Molar Concentration (KH), Solutions and Dilutions (KH), Titration of Vinegar (SMC). Faculty will meet to finalize the Spring 2015 Chem 40 lecture and lab schedule, and then submit it on Dec 10th. Students will purchase Karelyn's manual. Other experiments to be printed and copied on campus, and to be distributed to students in advance of each experiment.</p>
7	Scheduling for Fall 2015	Terri asked for volunteers to teach Chem 80 or 81 in Fall 2015. Since there were no new volunteers, Fall 2015 scheduling will be delayed until the next dept meeting on Wed, Dec 10 th . The Deans will assign a Chem 80 or Chem 81 course to a dept faculty.
8	FA Report	Report will be sent by email from Jenny C.

Next meetings: 12/10 (Fall 2015 scheduling)

MD
OK