

Chemistry Dept Meeting Minutes
February 18, 2015 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 Dec 3, 2014 meeting minutes	Meeting minutes were approved as written.
2	Announcements	Spring 2015 dept meetings will be on 3/4, 3/18, 4/1, 4/15, 4/29*, 5/6, 5/20, 5/3, 6/10 (optional). Dept and course packets were distributed. Master copy and additional copies of all packets are in chair's office on shelves. Thanks to Todd for creating Chem Dept General Information packet. Email your syllabus to Division and Terri by end of second week. Thirty-three additional chemistry course sections were added in this academic year (2014-2015). Terri announced this will be her last semester as Chair.
3	Summer 2015 schedule	Todd wants to teach in Summer. Terri will ask adjunct faculty now. Chem 50 to be offered in a 6-week format with a 2nd lab session on each class day, in weeks 2-5.
4	Response to Math Dept on Math 70 S as (equivalent) prerequisite for Chem 10, Chem 40	We reviewed the proposed course outline for Math 70S, and <u>we voted for</u> (9-0) the "Completion of Math 70S – Integrated Intermediate Algebra" as an additional Chem 10 and Chem 40 prerequisite.
5	SLO reports and assessments	Terri presented Chem 50H SLO 2 (Recording Lab Measurements) report. No revisions were requested. Terri to upload report to portal for Eileen to access for TracDat entry. Janet to email Chem 50 faculty to review Chem 50 SLO results. Eileen to present Chem 20 SLO assessment and results at March 4 th dept meeting. Chem 80 SLO is scheduled to be assessed this semester. Terri to check on GEO assessments.
6	4-year review of Chem 50 and Chem 51	First course review meetings to be held on Wed, Feb 25 th at 3:00 pm in room 7-2114. Kamran offered to author Chem 50 review, and Todd offered to author Chem 51 review. Kamran and Todd to obtain access to WebCMS as authors before meeting. After proposal is developed by committees, then meet with Curriculum Liaison before proceeding. Deadline is May 31 st .
7	Textbook selection for Chem 50/Chem 51	It was decided to first ask Pearson for review copies of Tro, 3E textbook. Terri to contact Katherine Chong to obtain review copies, and when a Tro, 4 th edition might be available.
8	Evaluations of adjunct faculty	Evaluations of the following adjunct faculty will occur during Spring 2015 semester- Harry Lord (ED), Robert Entus(JWT), David Srulovitch (CN), Alan Efron (JL), Marty Farnum (??), Jane Burnett (IN), Parisa Mahjoor (JT), Chris Fernandez (KG), Kay Dutz (KH). Terri to ask faculty with re-hire rights if they will be willing to conduct online student evaluations, and forward those results to Terri.
9	Revisions to "new" Chem 40 expts	Jenny L and Kamran to finalize revisions on experiments performed during Fall 2014, and make revised versions of these experiments available to dept by end of March.
10	Open Mike	AS report distributed by Janet. Jenny C asked for help in reviewing Santa Monica College experiments. Jenny C will make copies of all handouts experiments for all Chem 40 instructors. Jenny L and Kamran to email Jenny C with their new Chem 40 experiments for Spring semester, in order to make copies. Jenny L and Kay Dutz received a FIG grant on Chem 80 molecular modeling. Iraj and Charlie received a FIG grant on the student transition from Gen Chem to Organic Chem. Jody mentioned that we might want to purchase i-Clicker registrations for \$7 each for a class set, since we got free i-Clickers already. Jody to find out if this cost is one time or on-going. Terri asked if everyone can email their parity syllabi to her for archival purposes.

Next meetings: 3/4, 3/18, 4/1, 4/15, 4/29 (optional), 5/6, 5/20 (scheduling), 6/3 (PIE), 6/10 (optional)