

Chemistry Dept Meeting Minutes  
March 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	Candyce Vizcarra X			

X absent, \*taking minutes

Item	Topic	Outcome
1	Review/approve March 4, 2015 meeting minutes	Minutes were approved as amended.
2	Announcements	Classroom Visitation and Students Evaluations of adjunct faculty to be conducted by Apr 10 <sup>th</sup> and completed/submitted to Terri by May 1 <sup>st</sup> . First PIE meeting next week, March 25 at 3:00 pm. Equivalency form submitted on 3/17/2015 to Academic Senate. Textbook requisitions for Summer 2015 need to be completed (Terri). Chem 50 faculty completed the Re-validation Survey for the Chemistry Placement Exam.
3	Dept chair nominations and elections	Nominations for next Dept Chair will open at April 1 <sup>st</sup> meeting, and elections will be held at April 15 <sup>th</sup> meeting.
4	50/51 Course Review update	Chem 50 course review has been entered into WebCMS by Kamran, and will be reviewed by the committee to see if more work is needed. Chem 51 committee is still entering revisions into WebCMS. Discussion to involve organic chemistry concepts in Chem 50 and Chem 51 curriculum will be added to next department meeting agenda. Janet volunteered to find out what is meant by "Floating Topic" w.r.t. C-ID descriptors.
5	50/51 Textbook selection	We voted (9 yes, 1 no) to use Tro, 3E textbook for next 3 years in Chem 50 and Chem 51 courses. Terri to contact Pearson to initiate new contract and textbook/package details.
6	ACS Outstanding Chemistry Student award	Kimberly Ingoglia was selected as our ACS Outstanding Chemistry Student to be awarded at ACS banquet. Charlie to follow up with ACS.
7	Chem 40 lab experiments revision	<p>We voted that the appropriate length of time to complete all wet and dry work pertaining to the procedure during a Chem 40 lab experiment is 2:00 hours. We voted that students may keep their lab reports after grading, rather than faculty keeping them for the students. Course coordinators to communicate this change in dept policy to all adjunct faculty. It was decided that the number of parts to an experiment was not limited if all the parts can be done in the time frame agreed upon. The length of the written lab experiment was discussed. Terri presented data on experiment length that was collected by examining 4 published Introductory Chemistry lab manuals – average length of written experiment is 10.9 pages (4/5 pages for Intro, 1 page for Pre-lab, 4/5 pages for data collection/analysis, 1 page for Post-lab). Suggestions were made on how to shorten the length of a written experiment:</p> <ul style="list-style-type: none"> <li>• keep a narrow focus on the main concepts and lab techniques addressed in the experiment and remove all other peripheral concepts</li> <li>• include at least one example of working out calculations, but do not include too many examples</li> <li>• keep the bulk of conceptual preparation in lecture class, prior to lab class</li> <li>• keep the focus in the lab session to be the hands-on application of concepts and the learning of new lab techniques</li> </ul> <p>Jody presented data on Karelyn's manual – avg 3.9 pp for Intro (range 2-9), avg length of experiment 13 pp (range 9-22 pp). Discussion to continue at next meeting.</p>
8	Chem 20 SLO report	Eileen and Iraj presented results of two recently assessed Chem 20 SLOs. The department accepted the SLO reports as written. Eileen to upload reports to portal, and will begin to enter our 2014-2015 SLO information into TracDat.
9	AS report	Jenny L and Janet presented information on replacing College competencies with ILOs, and credit by exam (of courses). We did not support the new ILOs, but we did support the new wording regarding Credit By Exam.
last	Open Mike	none

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