

Chemistry Dept Meeting Minutes
May 13, 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	Candyce Vizcarra X			

X absent, *taking minutes

Item	Topic	Outcome
1	Review/approve May 6, 2015 meeting minutes	Minutes were approved as amended.
2	Announcements	Please submit your Spring 2016 teaching requests to Terri by Friday, May 15 th .
3	O-chem discussion	<p>There was much discussion on a variety of items that relate to our Organic Chemistry program. The dept agreed that all FT faculty in dept are equally eligible to teach o-chem courses, and no faculty will be designated as “hired to teach o-chem courses”. The dept agreed to begin the following policies regarding the teaching of our o-chem courses (Chem 80 and Chem 81):</p> <ol style="list-style-type: none"> 1) New o-chem policies begin with Spring 2016 term (with an exception for Jody if she desires to teach o-chem a second term after Fall 2015 to complete her rotation). 2) No more than 5 o-chem courses scheduled per semester, due to scheduling issues, and lack of FT day-time stockroom support and evening support in bldg 7. O-chem courses scheduled only during day time for now. 3) At least 2 FT faculty should be teaching o-chem courses (either) during a Fall or Spring term. At least one FT o-chem faculty must be experienced (to be defined later) in teaching o-chem courses. 4) Faculty willing to teach o-chem courses will be given opportunities to teach whenever they volunteer. 5) All dept FT faculty will rotate through a year (a Fall term + a Spring term) of teaching o-chem, then may take a break until all others have rotated through if so desired. 6) O-chem faculty will be “selected” from a pool of eligible FT faculty whenever there less than 2 volunteering FT faculty are teaching o-chem courses. Selection of o-chem faculty will be from a pool made up of FT faculty who have not completed an o-chem year rotation. 7) Faculty volunteering to teach o-chem courses may displace “selected” o-chem faculty from the schedule, causing a delay of the start of the selected faculty’s rotation year. <p>Todd was selected to begin his rotation year teaching o-chem courses, starting with the Spring 2016 term.</p> <p>Additional discussion will continue at a future meeting to address other important issues surrounding the o-chem program:</p> <ul style="list-style-type: none"> • volunteering of faculty to begin rotations • requesting another FT stockroom technician • cleaning/organizing the Instrument Room • improving support for o-chem faculty (and other interested faculty) with more access to equipment, labware, chemicals, training opportunities, and completed course packets. • possibly adding another interview for adjunct faculty wishing to teach o-chem courses, focused on organic chemistry content • explore the option of more paid office hours for adjunct faculty teaching o-chem courses
4	Chem 50/51 expts revisions	<p>Faculty interested in future Chem 50 lab manual voted to continue the current manual (experiments and publisher) for one more year. Eileen volunteered to help during summer to produce the new materials for Chem 50 for 2015-2016.</p> <p>Faculty interested in future Chem 51 lab manual agreed to meet on Monday at 3:00 pm to begin the discussion of review/submission of new experiments, revisions to current experiments, deadlines for submission of all experiments or other material for manual, compilation and production steps, selection of a production team, selection of publisher for 2015-2016.</p>

Next dept meetings: 5/20 (Chem 40 lab manual, Sp 2016 scheduling), 6/3 (PIE), 6/10 (optional)

Other meetings: 5/27 (Chem 10 expts revisions)