

Chemistry Dept Meeting Minutes
May 6, 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 April 15, 2015 meeting minutes	Minutes were approved as amended.
2	Announcements	Fall 2015 scheduling is complete. Terri to send out blank schedule for Sp2016 – send teaching assignment requests by May 15 th .
3	Choose course coordinators for Fall 2015	10 – Thang, 20 – Iraj, 40-Kamran, 50-Jenny C, 50H-Terri, 51-Janet, 80-Jenny L, 81- Charlie. Coordinators to create/update course packets (new info on textbooks, lab manuals, WebCMS). Terri to send out list for items to be placed into course packets. Submit hard and electronic copy of official lecture/lab schedules for each course to Terri by June 12 th . Textbook requisitions due May 27 th to Terri.
4	Chem 50/50H and Chem 51 Course Review and Modifications	Course review completed. Faculty approved Chem 51 modifications (vote 11-1), Chem 51H (vote 11-1), Chem 50 (vote 12-0), and Chem 50H (vote 12-0). Additional content was added to Chem 50/50H, and Chem 51/51H in WebCMS, in order to complete course review. Chem 50/50H (vote 12-0), Chem 51/51H (vote 8-4). Faculty approved modifications for Chem 50 (vote 12-0), Chem 50H (vote 12-0), Chem 51 (vote 11-1), and Chem 51H (vote 11-1). WebCMS authors to “submit” these courses. Terri to approve courses and upload Dept meeting minutes with proposals.
5	Winter 2015 schedule and teaching	We agreed to offer 4 Chem 10 courses, and 4 Chem 40 courses during Winter 2015. Janet and Todd want to teach Chem 10, and Jenny L wants to look at schedule, and may decide to teach Chem 40.
6	O-chem discussion	Discussion tabled until next meeting on Wed, May 13 th at 3:00 pm.
7	Articulation with CSU – San Marcos Articulation with Pepperdine	Our Chem 20 course is equivalent to CSUSM’s Chem 106 course. None of our courses are equivalent to Pepperdine’s Chem 120 course. Terri to submit articulation sheets to Jamaika Fowler.
8	FA / AS reports	FA – Jenny C reported on March and April FA meetings. Su2017 semester will start on a Thursday in order to capture FTEs in 2016-2017. Online evals next semester for all FT faculty in their 2 nd or 3 rd year cycle. AS (Janet and Jenny L) report - faculty were in support of AS recommendations on Ed Design item, but against BP 6250.
9	Chem 50 SLO reports	Janet reported on Chem 50 SLOs, presented in new format for easy upload to TracDat.
last	Open Mike	Next meeting on May 13 th at 3:00 pm – O-Chem and Chem 50/51 revisions. Eileen commented on how pleased she is with current stockroom preparation and support for faculty. Iraj and Jenny C agreed with Eileen. Janet distributed previous Chem 50/51 lab manual agreement info regarding upcoming experiment revisions meeting on May 13 th .

Next dept meetings: 5/13 (O-chem, Chem 50/51 expts revisions), 5/20 (Chem 40 lab manual, scheduling), 6/3 (PIE), 6/10 (optional)

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