

## MINUTES - SCIENCE DEPARTMENT MEETING

October 9, 2009

2:00 p.m. - 3:00 p.m., Video Conference Rooms (G-107 Lee)

<b>Facilitator</b>	Peggy A. Romeo
<b>Subject</b>	September Monthly Departmental Meeting
<b>Attendees</b>	<p><b>Full-time:</b> Cheryl Black; Connie Allen; Kurt Donaldson; Jamie Scott; Nirmala Prabhu; Bob Burns; Roz Jester; Bill Dabby; George Manacheril; David Rohrbach; Bill Wilcox; Jed Wolfson; Marius Colman; Tina Ottman; Jay Koepke, Christopher Plescia</p> <p><b>Adjunct:</b> Joseph Van Gaalen; Ann Mantell; Sharon Keister</p>
<b>Absent</b>	Lyman O'Neal; Lisa Rice-McGarity; James Ryder

Discussions		
No.	Topic	Highlights
1.	Assessment ( <i>Marty Ambrose</i> )	<p>Discussed results of BSC1093C summer assessment data.</p> <p>Question and answer session in an attempt to differentiate among different types of assessment.</p> <ol style="list-style-type: none"> <li>1. Seybert model - college wide gen. ed. with SAC assessment team determining which course and which gen. ed. competency to be assessed; although SAC committee decides which course and which competency, faculty decide upon actual assessment.</li> <li>2. Course level assessment – for each course faculty to decide upon one or more of the 5 gen. ed. competencies as correlates to learning outcome to be assessed; faculty also decides what type of assessment to use.</li> <li>3. Class level assessment – content-specific assessment for each course in which faculty construct assessment tool to measure learning outcomes..... <i>part of our science department unit plans.</i></li> </ol> <p>M. Ambrose to construct table or chart to help eliminate confusion and send table/chart to faculty.</p>
2.	Lab Fees	Due to deadline for budget report being moved up, all faculty requested to submit any and all lab expenses to T. Koupelis by Monday, October 12.
3.	Curriculum Review Update	All syllabi will be in new format by end of the semester.

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4.	Textbooks & Lab Manuals	<p>All textbook and lab manual information has been turned in to bookstore.</p> <p>Discussion among chemistry faculty whether to accept the CER labs which were discussed via email during September, or to use current Scott/Donaldson manual free of charge.</p> <p>Vote of chemistry faculty during meeting was 3 to 1 to continue with J. Scott and K. Donaldson's lab manual. Manual will be posted on portal free of charge for students.</p>
5.	Update on Biology Course Revisions	<p>After a meeting with Health Sciences, this Spring will be the last semester for BSC1080</p> <ol style="list-style-type: none"> <li>1. BSC1010 will become prerequisite for Microbiology (MCB2010C) or BSC1093C.</li> <li>2. Team is working on a challenge exam for bypassing BSC1010 prerequisite for Health Science students.</li> <li>3. Team is working on the revision of BSC1005. To date, learning outcomes have been revised, textbooks are being distributed for perusal, and both a course-level assessment and class-level assessment tool is being constructed.</li> </ol>
6.	New Courses	<p>Discussion of correct format for submission of new courses; also discussion of procedures for adding new courses to curriculum.</p>
7.	Insurance/Accident Coverage for Lab Courses	<p>Change in lab insurance/accident coverage plan. It's not an all or none policy as previously thought. So call for a new vote. Some courses may require students to pay lab insurance/accident coverage fees, but not others. But, it is still to be a course-wide decision.</p> <p>By end of next week, faculty to send email to P. Romeo with which courses they teach and vote if they want to apply student lab fees those labs.</p>
8.	Unit Plans	<p>We are still proceeding with unit plans as discussed during last meeting. One new change:</p> <p>C. Allen volunteered to work with T, Koupelis and advisors with construction of flow chart for advisors to follow.</p>

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***Carry Over Items for Next Meeting***

<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
1.	Unit Plans	Continuation and update with Unit Plans through November meeting.
2.	Course Assessment	Question and answer session on chart/table we will receive from M. Ambrose.
3.	BSC1005	Team will report on progress of course revision, textbook selection, and assessment tool.
4.	Insurance/Accident Coverage for Lab Courses	Report on results of email votes.