

MINUTES - SCIENCE DEPARTMENT MEETING

August 18, 2010
1:00 p.m. - 2:00 p.m., K-212 Lee

Facilitator	Peggy A. Romeo
Subject	Monthly Departmental Meeting
Attendees	<p>Full-time: Cheryl Black; Kurt Donaldson; Roz Jester; Jamie Scott; Nirmala Prabhu; Bob Burns; Bill Dabby; George Manacheril; David Rohrbach; Jed Wolfson; Marius Coman; Tina Ottman; Lisa Rice-McGarity; Jay Koepke; Lyman O'Neal; Bill Wilcox; Ed Hooks; Bruce Wingerd; Theo Koupelis</p> <p>Adjunct: Ann Mantell; Teju Vala; Joe van Gaalen; Henry Hermann; Lisa Hermann; Shreelal Shindore; Oscar Rattenborg</p>
Absent	Connie Allen

Discussions

No.	Topic	Highlights
1.	Introduction of new faculty	Greetings to Ed Hooks and Bruce Wingerd
2.	Unit Plans	Unit Plans for Fall 2010 include: <ol style="list-style-type: none"> 1. Work with college prep to smooth transition to our courses 2. Expand assessment projects 3. Teaching alliance (collaborations) & academic support
3.	Syllabus Changes	Mistakes have been found in the new versions of the syllabi recently uploaded on the Document Manager. All corrections to be sent to Peggy Romeo by email.
4.	Office Hours	Reminder that a presence is expected for a five-day week; and office hours should be ideally distributed throughout the week.
5.	Course-level Assessment	<p>BSC1005 pre/post exam has been submitted to the assessment chair. All sections of BSC1005 must use the pre/post exam in their courses.</p> <p>All other course-level assessment will continue as last Spring but may be updated throughout the semester.</p>

Carry Over Items for Next Meeting

No.	Topic	Highlights
1.	Update on Syllabus Changes	Do corrections for typos have to go through the Curriculum Committee or can they be changed on the Document Manager by office of VPASA
2.	Next meeting date	The second Friday of the month has been designated for Department meetings. Time and place to be announced.