

Minutes

Science Department Meeting
Christina (Tina) Ottman, Department Chair
August 21, 2012 at 1:30 p.m. in H-101 / Lee Campus

	Present	Absent	Excused		Present	Absent	Excused
Administration				Ottman, Tina	X		
Theo Koupelis				Prabhu, Nirmala	X		
				Rattenborg, Oscar	X		
Faculty				Romeo, Peggy	X		
Batcher, Doris	X			Trevino, Marcela	X		
Black, Cheryl	X			Ulrich, Melanie	X		
Clemence, Dorothy	X			Verga, Vera	X		
Coman, Marius	X			Wilcox, William (Bill)	X		
Donaldson, Kurt	X			Witty, Mike	X		
Hepner, Roy	X			Wolfson, Jed	X		
Hermann, Henry	X			Xue, Di	X		
Hooks, George (Ed)	X						
Horn, Darryl	X			Adjunct Faculty			
Huang, Li	X			Hermann, Lisa	X		
Israsena Na Ayudhya, Thep	X						
Jester, Rozalind	X			Staff			
Koepke, Jay	X			Otto, Kirk			
Liu, Qin	X			Jessica Tyus			
Manacheril, George	X						
McDevit, Daniel	X			Guests			
McGarity, Lisa	X			Kristen Corkhill	X		
McKenzie, Jonathan	X			Erin Harrel	X		
O'Neal, Lyman		X					

- I. Welcome and self introductions by all faculty
 - a. Tina Ottman – new Department Chair for 2012-2013
 - b. New full-time faculty: Dorothy Clemence – Anatomy & Physiology;
Darryl Horn – Microbiology, Biology, Nutrition
Li Huang – Biology
Jonathan McKenzie – Environmental Biology, Oceanography
Melanie Ulrich – Microbiology, Biology
Vera Verga – Microbiology, Biology
Di Xue – Chemistry
 - c. Thank you to Peggy Romeo, outgoing Department Chair, for all of her efforts on behalf of the department

- II. Common Assessments Discussion (Ottman)
 - a. Review of courses required to give a common assessment due to concurrent courses being offered in high schools as dual enrollment for Edison credit:
Fall 2012: BSC 1010, BSC 1010L, BSC 1050C, BSC 1093C, BSC 1005*
* Not a current DE offering but the common assessment is still being implemented for data collection (Romeo)
Spring 2013: BSC 1011, BSC 1011L, BSC 1051C, BSC 1094C
 - i. Kristen Corkhill from the Dual Enrollment office came to answer faculty questions concerning these common assessments. She was informed that a decision had been made last year NOT to offer the Anatomy and Physiology courses as dual enroll courses (BSC 1093C and BSC 1094C); therefore faculty were not planning to give a common final assessment. However, since these

courses somehow ended up being taught as dual enrollment credit courses within Charlotte High School, faculty will implement a common assessment for this year.

- ii. Kristen Corkhill acknowledged that these two courses would not be offered again without a decision by the science faculty teaching these courses.
- iii. Course supervisors for each of the courses required to give common assessments will coordinate the faculty (full-time and adjunct) teaching each course to create a meaningful common assessment in a timely manner to allow for successful implementation during the required term.

III. Syllabi (Ottman)

- a. Faculty were requested to submit their course syllabi to Tina Ottman for review with the following reminders:
 - Use the most current template for your course from the Document Manager
 - Clearly state your expectations for students, grading policies, required materials, textbook information, and consequences for plagiarism/cheating
 - Include the common final assessment in the course schedule if applicable
- b. Faculty volunteered 'best practices' for syllabi comprehension/retention
 - Syllabus quiz
 - Syllabus scavenger hunt

IV. QEP Discussion (Quality Enhancement Plan): Faculty were informed that the training videos for the Cornerstone Modules are no longer available. Faculty were encouraged to participate in the upcoming workshops to achieve 100% of the Cornerstone training by the end of the 2012-2013 academic year; whether they are teaching the SLS course or not.

V. Tina Ottman led a discussion about curriculum changes and CAPP audits.

- a. Emphasized the need to examine all of the impacts of making curriculum changes such as pre-requisites on the 'big picture'. How will the requested change impact student graduation requirements?
- b. Faculty discussed the need for a review of program maps to make informed decisions about curriculum changes.
- c. Where can faculty access program maps for every program with specific science course requirements?

VI. Course Supervisors

- a. Discussion of the Job Description for Course Supervisor
 - i. Communication with all faculty teaching their specific course/s
Tina Ottman promised to send course supervisors a contact list for their entire faculty group
 - ii. Mentorship
 - iii. Best Practices
 - iv. Academic Integrity
 - v. Professional Development
- b. Course Supervisors can fulfill their College Service responsibilities through this role
- c. Review of current course supervisors / changes for 2012-2013 academic year below

VII. Marcela Trevino, Peggy Romeo and Roz Jester presented a new platform they created on Canvas: SCOPE – Science Community Of Practice for Excellence

- a. A virtual meeting place for the entire science faculty (full-time and adjunct) on Canvas
- b. Facilitates all of the needs outlined for course supervisors by providing an easy and organized 'place' to communicate, share ideas and collaborate with colleagues, post best practices, ask questions, find answers etc.
- c. Course folders by discipline have been created to maintain 'order' as faculty begin uploading files and initiating discussions (i.e. BSC, CHM, OCB)
- d. All faculty will be invited to join this course on Canvas within the next two weeks

- VIII. STEAM – Invitation for science faculty to participate in the creation/implementation of this joint initiative by arts and sciences: Science Technology Engineering, the Arts, Math (Trevino). Wendy Chase (Humanities) is seeking interested faculty to brainstorm ways to integrate these areas and present a proposal to the Board of Trustees in September.
- IX. Break-Out Sessions by Course/Disciplines to discuss designating a course supervisor, common assessments, priorities, needs, textbook changes and to address an ACTION ITEM within these groupings:
- a. ACTION ITEM: Each group was asked to submit a short paragraph or list of the ways that they maintain academic integrity in their respective course/s, to address SACs concerns over the full-time to adjunct ratio at ESC. With so many adjunct faculty members, how do we maintain the high standard of quality and content across our curriculum offerings?
 - i. Tina Ottman will incorporate the information provided by each group into the final narrative and circulate the narrative to faculty for their input prior to being submitted to Erin Harrel for SACs. Bill Wilcox asked that the specific request / language from SACs be included when the narrative is circulated to faculty for input.
 - b. Please see each original submission of the separate break-out groups attached as pdf files. Each course supervisor and faculty member should keep the notes from your respective groups to serve as a reminder of group discussions, concerns, and decisions.
 - c. Course Supervisors identified for the 2012-2013 academic year include:
 - AST 2003C / AST 2004C – Theo Koupelis
 - BSC 1005 – Lisa Hermann (Adjunct Faculty)
 - BSC 1010 – Marcela Trevino
 - BSC 1010L – Dan McDevit
 - BSC 1011 – H. R. Hermann (Henry)
 - BSC 1011L – Mike Witty
 - BSC 1050C / BSC 1051C – Cheryl Black
 - BSC 1093C / BSC 1094C – Jed Wolfson
 - CHM 2025 / CHM 2025L – Qin Liu
 - CHM 2032 / CHM 2032L – Doris Batcher
 - CHM 2045 / CHM 2045L – Kurt Donaldson
 - CHM 2046 / 2046L – Di Xue
 - CHM 2210 / CHM 2210L – Thep Ayudhya
 - CHM 2211 / CHM 2211L – Lisa McGarity
 - HUN 1201 – Marjorie Chutkan & Ruth Davies
 - ISC 1001C / ISC 1002C – George Manacheril
 - MCB 2010C – Melanie Ulrich
 - OCB 1000C / OCB 2010 / OCB 2010L / OCE 1001C – Rozalind Jester
 - PCB 3023C – Marcela Trevino (see concerns on page attached)
 - PHY 1007/ PHY 2048/ PHY 2048L/ PHY 2049/ PHY 2053/ PHY 2054 – Marius Coman
- X. New Faculty Mentors – brief discussion to make sure that all new faculty were connected to someone to turn to for help with everything from attendance verification, portfolios, IT issues, SIR II's, ordering lab supplies, making friends etc.
- XI. There being no further business, the meeting adjourned at approximately 4:30 p.m. It was noted that the BSC 1011 workgroup of Bill Wilcox, Mike Witty and Henry Hermann were the last to leave at 5pm ☺.

The next meeting is scheduled for September 14, 2012, from 1:00 – 2:00 p.m. Rooms on each campus will be announced.