

MINUTES

Science Department Meeting
Christina (Tina) Ottman, Department Chair
April 12 2013 2:00 p.m. – 3:00 p.m.

Collier: G-109, Lee: AA-177, Charlotte: J-118, Hendry-Glades A-106

	Present	Absent	Excused		Present	Absent	Excused
Faculty				Romeo, Peggy			X
Batcher, Doris	X			Trevino, Marcela	X		
Black, Cheryl			X	Ulrich, Melanie			X
Coman, Marius	X			Verga, Vera	X		
Donaldson, Kurt	X			Wilcox, William (Bill)	X		
Hepner, Roy	X			Witty, Mike	X		
Hermann, Henry				Wolfson, Jed	X		
Hooks, George (Ed)	X			Xue, Di			X
Horn, Darryl	X						
Huang, Li	X			Adjunct Faculty			
Israsena Na Ayudhya, Thep	X			Anjali Misra	X		
Jester, Rozalind	X			Robert Furler	X		
Koepke, Jay			X	Helena Kashleva	X		
Liu, Qin	X			Rob Cutler	X		
Manacheril, George	X			Teju Vala	X		
McDevit, Daniel	X			Staff			
McGarity, Lisa	X			Otto, Kirk			
McKenzie, Jonathan	X			Tyus, Jessica			
O'Neal, Lyman				Clemence, Bob			
Ottman, Tina	X			Guests			
Rattenborg, Oscar	X			Jeanette Fritz/Acad. Adv.	X		

I. Welcome

- a. Approval of February 2013 Minutes
George M. made a motion to approve the minutes; motion seconded by Marcela T.
- b. New Faculty - "How's it going so far?" (5-minute support group session)
Introduced Anjali Misra – new adjunct faculty member on Lee campus – interested in plant biology

II. STEM Career Fair Update – March 26, 2013 / Charlotte Campus

Bill Wilcox said the STEM Fair went very well with 30+ companies participating and several hundred people in attendance (pretty good for a really cold day)

III. Fall Scheduling – request from Dean Rath for input by April 17, 2013

Request for input regarding the fall schedule offerings in science: sufficient course and subject offerings? Proper configuration of offerings? Which courses best for M/W/F morning schedule?

IV. Faculty portfolios update (still missing portfolios from some adjunct faculty)

Tina will complete adjunct portfolio evaluations by the end of April and all portfolios will be returned to faculty.

V. Textbook adoptions for Fall 2013 (attached to Agenda) and textbook selection process discussion.

Faculty were asked to read the attached list of textbook adoptions and make sure that they list the correct book and bibliographic reference on their course syllabus. Discussion about making changes to textbook adoptions...especially when not all faculty are in agreement of a chosen text. Oscar R. suggests we establish a committee for textbook review and adoption procedure. There will be a new COP on textbook adoption coming from Dr. Wright.

VI. Common Assessments – status for BSC 1005, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1050C, BSC 1051C, BSC 1093C, BSC 1094C

This is most likely the last time we will be able to have Crystal help us with the common assessment distribution and analysis. General discussion as to the best way to handle this within the department – perhaps coordinated by course supervisors and our science assessment gurus.

- a. Acknowledgement Forms – make sure to sign and return to Tina.
- b. Questions/Materials still needed – all course supervisors should make sure the exam and key are marked ‘Spring 2013’ before sending to faculty.
- c. Process for analysis, reporting, action plans

VII. ASSESSMENT (now a departmental responsibility...and everyone’s responsibility)...how do we proceed?
Discussion included suggestions to have departmental specialists trained in assessment to coordinate appropriate assessments for course-level and maybe even program-level efforts; also approve student learning outcomes on course syllabi.

VIII. Unit Plan Needs / Timeline

- a. Course Assessment Reports – these should be completed by faculty and include assessment results, analysis, and suggestions for course/assessment improvement. These reports should be sent to Tina to include with our Unit Plan (by August 2013).
- b. *Professional Development Summaries – these should be brief, typed summary reports of the professional development experiences awarded to faculty. They should also be sent to Tina to include in the Unit Plan by August 2013).*

Faculty include: Cheryl Black – May 19-23, 2013 Conference presentation

Li Huang – June 26-30, 2013 Preparing to set up???

Jonathan McKenzie and Roz Jester – Feb. 17-23, 2013 ASLO Conference

Tina Ottman & Vera Verga – May 15-19, 2013 ASMCUE Conference

Peggy Romeo – April 10-14, 2013 Conference

- c. Community-Wide Event Reports – These are also due to Tina to include with the Unit Plan by August 2013:
STEM / Charlotte -Artifacts/Surveys etc.
GreenFest / Collier- Artifacts/Surveys etc.
Doris Batcher & Lisa McGarity – “How to have a community-wide event” information
- d. Mentoring Efforts – Artifacts and Report
Science Mentoring Efforts – Oscar Rattenborg

IX. “SYS” (Strut your Stuff)

- a. Congrats to Joseph van Gaalen for receiving the Outstanding Adjunct Faculty Award for the Geo2yc Division of NAGT (nominated by Roz Jester)
- b. Update from Roz Jester on her oral presentation at ASLO
- c. Update from Henry and Lisa Hermann on their participation in an aquaculture workshop
- d. Congratulations to Jonathan McKenzie – he is **Ph.inally D.one**
- e. Susan Jensen – an adjunct on Charlotte, has stepped up to be their lab tech. until someone can be hired full-time – Thanks Susan!

X. Summer Syllabi (Please, please, please triple check them for any mistakes, typos etc. before sending them to me)

XI. Requests – Roz asked Tina for the timeline for when the department does our new Unit Plan objectives...Tina will find out.

XII. Adjourn