

MINUTES

Science Department Meeting
Christina (Tina) Ottman, Department Chair
August 19, 2013 2:00 p.m. – 4:00 p.m.
Lee: B-114

	Present	Absent	Excused		Present	Absent	Excused
Faculty				Ottman, Tina	X		
Batcher, Doris	X			Romeo, Peggy	X		
Black, Cheryl	X			Trevino, Marcela	X		
Coman, Marius	X			Ulrich, Melanie		X	
Cutler, Rob	X			Vala, Teju	X		
Donaldson, Kurt	X			Verga, Vera	X		
Furler, Robert	X			Wilcox, Bill	X		
Hepner, Roy	X			Witty, Mike	X		
Hermann, Henry			X	Wolfson, Jed	X		
Hooks, Ed	X			Xue, Di			X
Horn, Darryl		X					
Huang, Li			X	Adjunct Faculty			
Israsena Na Ayudhya, Thep	X			Jerry Brown	X		
Jester, Roz	X						
Koepke, Jay	X			Staff			
Liu, Qin	X			Otto, Kirk			
Manacheril, George	X			Tyus, Jessica			
McDevit, Dan	X			Clemence, Bob			
McGarity, Lisa	X			Guests			
McKenzie, Jonathan	X						
O'Neal, Lyman	X						

I. Welcome

- a. Approval of April 2013 Minutes
- b. New Faculty – Self-introductions / Meet and Greet
Rob Cutler -FT
Robert Furler -FT
Roy Hepner -FT
Teju Vala -FT
Mary Shaw – Adj/Collier

II. Assign mentors to all new faculty / review mentor roles – all new FT faculty have been adjunct faculty and felt comfortable with a casual level of mentoring (asking questions when needed of colleagues they have already been working with). Mary Shaw will be mentored by Vera Verga and Tina Ottman on Collier.

III. Returning faculty shared stories of summer activities/adventures

IV. Do we have a Dean??? Discussion from the morning's events...

We did not have a formal announcement about the new Dean of Pure and Applied Sciences by our meeting. We received an announcement a few days later with the news that Dr. Theo Koupelis had accepted the position...so now we have a Dean!

V. Contract negotiations / Lab hours resolution- we discussed the contract language surrounding compensation for faculty teaching science lab courses. The administration proposed to reduce compensation for contact hours exceeding credit hours in lab courses...but the faculty position was ultimately 'held' in the new contract language and faculty will continue to be paid for every contact hour of a lab course at their full hourly rate.

VI. QEP Advisory Committee / SLS Instructors / update and call for volunteers – Tina discussed the upcoming need for more SLS 1515 instructors and the request by the QEP Advisory Committee to have qualified instructors from every

discipline...including science. Faculty were encouraged to consider completing the training modules, as well as the possibility of teaching an SLS course comprised of incoming science majors. Faculty expressed concerns over teaching an SLS course instead of a science course as we are always at full capacity in our science courses. Tina suggested that faculty interested in teaching the SLS course speak to Theo about scheduling possibilities.

- VII. Textbook selection process update / new contract language and discussion – Tina reviewed the contract language concerning textbook adoptions (6.2 in CNA on pages 10-11). There will be a new COP on textbook adoption procedures coming from Dr. Wright shortly. The next round of textbook adoptions is due by mid-October.
- VIII. Unit Plan reports needed now: (please send to Tina)
1. Outstanding common course assessment summary reports for Fall 2012, Spring 2013, Summer 2013- course supervisors were asked to submit reports for their courses if they have not yet done so.
 2. Professional development summaries for faculty receiving PD awards- anyone who was awarded FPD funds needs to write up a summary of the experience and submit it to Tina for the Unit Plan. All summaries will be posted on SCOPE so that they are available to interested faculty.
 3. Community-wide event reports: STEM, GreenFest etc. – general discussion of continuing to have these ‘signature’ events hosted by their respective campuses, instead of trying to move them year-to-year. Once the infrastructure is in place for an event on a particular campus, the event should stay there.
 4. Lab supply inventories for each campus – lab managers are busy completing inventories of all science lab equipment and supplies on each campus so that we can make informed decisions on what items should take priority for purchasing, and faculty may be able to locate something on another campus that they need.
- IX. ASSESSMENT (now a departmental responsibility...and everyone’s responsibility)
New Student Assessment Committee/volunteers?- Roy Hepner volunteered to continue helping us with course-level assessment and he will represent our department on the new Student Assessment Committee.
Common course assessments required for Fall 2013 courses with a dual-enrollment component include:
BSC 1010 and BSC 1050C
- X. SENSE (Survey of Entering Student Engagement) – Fall 2013 – will be administered to randomly selected classes during the fourth and fifth weeks of the term. Instructors whose classes are selected for survey administration will receive specific information from the Survey Administrator.
- XI. ProQuest Natural Science database – use it or lose it. The library has had to make cuts due to decreasing budgets. A recent review of databases currently subscribed to resulted in some subscriptions being terminated. Although the ProQuest database was continued, it is an expensive subscription (\$30,000) that may be lost if we do not demonstrate sufficient usage. Faculty shared assignments they have students doing to increase usage, and were asked to consider and suggest alternative databases that may be less expensive.
- XII. Fall Syllabi (Please, please, please triple check them for any mistakes, typos etc. before sending them to me and make sure to download the new templates which have “School of Pure and Applied Sciences” at the top of page one.)
- XIII. Professional development opportunity – presentation by Vera Verga on EdXcourse offerings. Vera shared her experience of taking the EdX course in Biology during the Spring 2013 term. Her instructor for the course was Eric Lander of MIT. He was an important contributor of the human genome project and Vera said the course was excellent! She showed faculty the EdX website and discussed other course offerings that faculty might be interested in for professional development. The cost is FREE and faculty taking the course for a grade (not auditing) receive a certificate if they pass the course. Tina is taking the same biology course this semester and invited other biology faculty to take it with her so that they could have a study group.
- XIV. Review of Course Supervisor role – Tina distributed course supervisor sign-up sheets containing a detailed job description of the responsibilities of being a course supervisor. The description was reviewed with an emphasis on the new item concerning textbook materials for faculty.
- XV. Closing comments – Good of the Group
- XVI. Break-out into discipline-specific meetings to discuss and select a 2013-2014 course supervisor, share contact information, discuss assessments, textbooks, professional development opportunities etc. Complete the course supervisor form and return it

to Tina before leaving. (Meeting notes from break-out sessions and an updated list of course supervisors are attached to these minutes. Please save them for reference).