

## MINUTES

Science Department Meeting

Christina (Tina) Ottman, Department Chair

September 13, 2013 2:30 p.m. – 4:00 p.m.

Collier: M-119; Lee: AA-177; Charlotte: E-105; Hendry/Glades: A-110

	Present	Absent	Excused		Present	Absent	Excused
<b>Faculty</b>				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	<b>Adjunct Faculty</b>			
Israsena Na Ayudhya, Thep	X			Shaw, Mary	X		
Jester, Roz	X			Misra, Anjali	X		
Koepke, Jay	X						
Liu, Qin	X			<b>Staff</b>			
Manacheril, George	X			Otto, Kirk		X	
McDevit, Dan	X			Tyus, Jessica		X	
McGarity, Lisa	X			Clemence, Bob		X	
McKenzie, Jonathan	X			<b>Guests</b>			
O'Neal, Lyman	X						

I. Welcome

- a. Approval of August 2013 Minutes (approved and seconded)

II. Introduction of our new Dean of Pure and Applied Sciences – Dr. Theo Koupelis (Unable to attend meeting until 4pm – agenda items postponed until next month’s meeting)

III. Training requests from faculty

- a. ProQuest database searches – webinar for training? YES – there is sufficient interest by faculty for webinar training on the use of the Proquest databases. Tina will relay this message to Tony Valenti in the library.

IV. Course Supervisor roles

- a. Binders for each course supervisor to make tasks and responsibilities easier – distribution and discussion  
Course supervisors were presented with binders to help organize their course materials. Binders include the course supervisor agreement, a faculty roster with contact information, a list of all course supervisors, an open/close report for the fall 2013 term, textbook information and contact list for publisher reps, textbook adoption form, curriculum committee important dates, course curriculum change form etc.
- b. Syllabi review??? Discussion over having course supervisors be the first to review course syllabi from faculty teaching their course. This would allow the course supervisor to check for correct topics, assessments and textbook information. Syllabi would then go to the department chair. No final decision was made.

V. Textbook review and adoption procedures

- a. Timeline, forms, “Included” concept and use of ‘Required’ course materials. Tina discussed the new textbook adoption language in the CAN and reviewed the timeline for making textbook adoptions.

VI. Darryl Horn – proposal to add biology as a pre- or co- requisite for HUN 1201 Nutrition – discussion followed by unanimous agreement for adding BSC 1010 as a pre-requisite to HUN 1201. Darryl will submit a proposal for the course curriculum

change to become effective fall 2014. (Jonathan McKenzie made a motion to have BSC 1010 as a pre-requisite to HUN 1201 and Melanie Ulrich seconded the motion).

VII. New course considerations and discussion:

a. Anjali Misra – Introduction to Botany; Anjali had to leave the meeting before the group discussion but the materials she submitted were shared with the faculty for discussion. It was agreed that the course would be geared for an introductory class as opposed to an upper level course. Anjali will work on the new course proposal and submit the proposal for consideration to become effective fall 2014.

b. Robert Furler – Immunology; discussion over adding upper level courses to our catalog. Faculty agreed that we should move forward with having upper level courses approved in anticipation of future bachelor's degree programs. Robert will submit a new course proposal for submission to the curriculum committee.

VIII. Faculty Professional Development – new application timeline and qualifications for applicants were reviewed with an emphasis on changes made since last year. Highlights include a third round of funding to cover the gaps in conference dates and funding cycles.

IX. Lab courses: L and C course instruction criteria – discussion led by Tina emphasizing the importance of supervised instruction for the lab component of classes. It is important that all lab time is utilized and supervised...and not just left as open study time for students. Having just come out of contract negotiations fighting to maintain full pay for all lab contact hours – it is important for EVERY lab instructor to be fully engaged with instruction during lab time. It only takes one instructor falling short to give all lab classes a bad reputation.

X. Unit Plan reports needed now: (please send to Tina)

1. Outstanding common course assessment summary reports for Fall 2012, Spring 2013, Summer 2013
2. Professional development summaries for faculty receiving PD awards
3. Community-wide event reports: STEM, GreenFest etc.
4. Lab supply inventories for each campus

Final reports are now due to SPOL for the 2012-2013 academic year. Additionally, our new Unit Plan is also due to be added to Compliance Assist (new software to replace SPOL). Any suggestions for new unit Plan objectives can be sent to Tina.

XI. Common course assessments required for Fall 2013 courses with a dual-enrollment component include: BSC 1010 and BSC 1050C. Course supervisors for BSC 1010 include Marcela and Vera; course supervisor for BSC 1050C is Cheryl Black. Course supervisors will make sure common assessments are prepared well in advance and distributed to all relevant faculty in advance of testing dates.

XII. Closing comments – Good of the Group

a. Lisa McGarity asked about the issue of math skills needed for chemistry students. This was discussed at our joint math/science department meeting in January 2013 and Lisa provided practice problems to the math department to show the type of math skills that chemistry students will need. Lisa requested an update on the integration of those skills into math courses. Additionally, the topic of graphing calculators being eliminated from the math curriculum was also discussed and Lisa also asked for clarification on that policy as she feels strongly that chemistry students need to know how to use graphing calculators before taking chemistry. Tina said she would discuss this with JoAnn Lewin (math department chair) and report back at the next meeting.

b. Tina shared the “Campus Based Academic Support” schedule of rotating Deans to the Collier and Charlotte campuses.