

## MINUTES

Science Department Meeting  
Christina (Tina) Ottman, Department Chair  
October 11, 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			Rattenborg, Oscar	X		
Jester, Roz	X			Mantell, Ann	X		
Koepke, Jay	X			Jensen, Susan	X		
Liu, Qin	X			<b>Staff</b>			
Manacheril, George	X			Clemence, Bob	X		
McDevit, Dan	X						
McGarity, Lisa	X			<b>Guests</b>			
McKenzie, Jonathan	X			Holbrook, Bobby	X		
O'Neal, Lyman	X			Comstock, Pam	X		
				Collins, Marie	X		

**NOTE:** The Polycom connection from the Collier Campus was not functioning and Tina Ottman was not able to facilitate the meeting from the Collier Campus due to interference on the audio frequency. After several failed attempts by IT to correct the connectivity issues, Tina cancelled the meeting. She subsequently produced a short video to review the agenda items with all faculty and posted it to SCOPE on Canvas. An email message was sent to all science faculty members asking them to watch the video and submit any feedback to Tina via email.

The agenda below has been modified to reflect the requests made during the video presentation of the agenda items...and to include any feedback received from faculty.

- I. Welcome
  - a. Approval of September 2013 minutes – the few faculty responding approved the minutes so they have now been posted to the portal and to SCOPE.
  
- II. Dean of Pure and Applied Sciences – Dr. Theo Koupelis – Although Theo was not able to come to our meeting, I briefly reviewed the following topics:
  - a. Faculty classroom observations – if we are being asked to perform classroom observations of our peers/adjunct faculty/DE faculty – will we be given some kind of template to use? Will we receive training?
  - b. Time limitations on transfer courses – the two responses I received both agreed with a 10 year time limit on transfer courses
  - c. Common assessments – guidelines for meaningful assessments; return of Crystal Revak's support
  
- III. Training update on ProQuest webinar request and online streaming through Bullfrog Films – Rozalind Jester – ***The scheduled training for the ProQuest database webinar is Friday, November 8<sup>th</sup> from 1 to 2pm...just before our regularly scheduled November department meeting. (Tina sent an e-mail reminder)***

- IV. Course Curriculum Proposals update – currently working on Anjali’s proposal for an introductory botany/biology course and an immunology course by Furler. Tina submitted PHY 1007L proposal AND textbook adoption form for the lab manual. The proposal for the BSC 1010 pre-requisite for HUN 1201 was also submitted.
- V. Unit Plan update – Tina reviewed the three unit plan items that have been included for the 2013-2014 academic year:
  - 1. Increase the amount of undergraduate research opportunities for ESC students
  - 2. BSC 1010 Student Learning Outcomes and Common Assessment – through new textbook adoption
  - 3. Science Lab coordination across the college
- VI. Request for faculty to be available for the dental hygiene program site visit in February 2013 – thanks to Marcela for stepping up to accept this request!
- VII. Lab Safety – reviewed procedures for lab safety following the minor incident at Collier. Requested course supervisors of lab courses to coordinate a common ‘lab rules and procedures’ sheet for their course to be used by all faculty teaching that course...work in progress.
- VIII. Textbook adoption information – update. New BSC 1010 and 1011 adoption will be submitted to take effect in the Fall 2014 term.
- IX. Final Gen Ed Core Course recommendations – time to comment through November 1, 2013. Comments received by Tina were submitted to Theo for inclusion in his response. *(Although the meeting did not proceed through Polycom – Tina was able to ‘meet’ with the nursing faculty present to discuss their concerns over the BSC 1010 pre-req for HUN 1201...and the other GenEd courses relevant to health professions programs. Dr. Collins will attend our next meeting to share concerns and open discussion).***
- X. Science Department Chair vacancy and call for nominations
- XI. Response from math department Re: math skills and graphing calculators needed for chemistry classes. No current plans to stop using graphing calculators in the math classes; the math department will let us know if they decide to stop using them.
- XII. Closing comments – Good of the Group