***Minutes***

Science Department Meeting

Dan McDevit, Department Coordinator

January 2, 2014 8:30 a.m.

Lee: H-101

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Batcher, Doris |  |  |  |
| Black, Cheryl | X |  |  |
| Coman, Marius |  |  |  |
| Cutler, Rob | X |  |  |
| Donaldson, Kurt | X |  |  |
| Furler, Robert | X |  |  |
| Hepner, Roy | X |  |  |
| Hermann, Henry | X |  |  |
| Hooks, Ed | X |  |  |
| Huang, Li | X |  |  |
| Israsena Na Ayudhya, Thep |  |  | X |
| Jester, Roz | X |  |  |
| Koepke, Jay | X |  |  |
| Liu, Qin | X |  |  |
| Manacheril, George | X |  |  |
| McDevit, Dan | X |  |  |
| McGarity, Lisa |  |  |  |
| McKenzie, Jonathan |  |  |  |
| O’Neal, Lyman |  |  |  |
| Ottman, Tina | X |  |  |

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Prabhu, Nimi | X |  |  |
| Romeo, Peggy | X |  |  |
| Trevino, Marcela | X |  |  |
| Ulrich, Melanie |  |  |  |
| Vala, Teju | X |  |  |
| Verga, Vera | X |  |  |
| Wilcox, Bill | X |  |  |
| Witty, Mike | X |  |  |
| Wolfson, Jed | X |  |  |
| Xue, Di | X |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Ann Mantell | X |  |  |
|  |  |  |  |
|  |  |  |  |
| **Staff** |  |  |  |
| Otto, Kirk |  |  |  |
| Tyus, Jessica |  |  |  |
| Clemence, Bob |  |  |  |
| **Guests** |  |  |  |
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1. Discussion with Dean Koupelis
	1. Dr. Koupelis welcomed back faculty and made several comments about the structure of the School and common issues that we all need to consider.
		1. Impact of the senate bill on General Education Core requirement changes (discussed in more detail below)
		2. Assessment – Theo mentioned the necessity of course assessment and urged our continued development of course level assessments in the department.
		3. Offer of financial support for research projects – Theo offered support for equipment purchases, help writing grants as well as the possibility of release time for projects and research.
		4. Mentoring – Theo talked about visitations and mentoring that will be done by the department. He is developing a small list of people that will be mentored/visited this semester (dual enrolment and possibly some new adjuncts). There will be financial compensation to faculty that volunteer to serve as mentors and visit classrooms.
2. Departmental Meeting Welcome
	1. Introduction
	2. Department Chair position
		1. It was announced that there will be an election held at the end of the semester for the chair position
3. Housekeeping/announcements
	1. Syllabi for Spring 2014 – new templates
		1. There are new syllabi templates in use for all courses for this semester.
		2. The possibility of having course supervisors collect and review syllabi in future semesters was discussed. Course supervisors would be sent syllabi from faculty, after reviewing them to catch mistakes; the course supervisors would then forward syllabi to the department chair for archiving.
		3. The question of a course release/stipend for course supervisors was also brought up, Dan will bring this up with Dr. Wright.
	2. Textbook changes – deadline in February
		1. There is an early deadline of Feb 15th for sending textbook changes to the department chair for the Fall semester. For any faculty considering changing their textbook for the fall, please keep this deadline in mind.
	3. Desk copies of textbooks – Course Supervisors
		1. It was discussed that course supervisors would request several (5 or 6) desk copies of their course’s text to allow for quick distribution of text book to faculty.
		2. Marcela asked about course instructor email lists and if it was possible to have IT set up email lists for faculty teaching each course. Faculty that are on the Technology committee agreed to bring this up at the next technology committee meeting.
	4. Mentoring/Visitations
		1. Mentoring and visitations of dual enrolment courses and adjunct faculty will start in Fall 2014 (with some visitation beginning this semester – by volunteers).
		2. There will be a stipend associated with this task (Dr. Wright confirmed that there are funds available to pay stipends to mentors this semester)
		3. Faculty discussed the need for training and revised forms or checklists for mentors
			* At the chair meeting this was also discussed and a standardized form will be developed for mentoring.
	5. PHY 1007 (AS 🡪 AA)?
		1. There were no objections to converting PHY1007 into a gen ed (AA) course.
	6. Any other announcements?
4. Unit Plan
	1. Lab supply inventories for each lab course (Course Supervisors)
		1. Lab course supervisors should submit a list of “needed supplies” for teaching the lab course. This is to be a list of the supplies needed in each classroom to teach the lab course, and does not necessarily need to be what we currently have – this will serve as a guideline for purchase of new supplies and equipment and for determining the best use of currently owned equipment.
5. Gen Ed Core changes
	1. Review and discussion of what changes we might want to make to our curriculum.
		1. We discussed the need for considering the impact of the Gen Ed Core changes. We agreed to discuss it at the February meeting after reviewing the guidelines individually
	2. Here is a link to the Florida Department of Education course numbering system, for those of you who want to look up the courses that we do not offer: http://scns.fldoe.org/scns/public/pb\_taxonomy\_lst.jsp
6. Course Assessment
	1. Focus has been on BSC1005/1010, Who else is doing common course assessments?
		1. This item was pushed to next meeting given the lack of time