

MEETING MINUTES

Science Department Meeting
Christina (Tina) Ottman, Department Chair
November 9, 2012 2:00 – 3:00 p.m.

Collier: G-109; Lee: U-102; Charlotte: J-118; Hendry-Glades: A-110

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

I. Welcome

- a. Approval of the Minutes from our October 12, 2012 meeting
Minutes approved by George M., seconded by Lisa H.; approved minutes can be found posted on SCOPE/Canvas and also on the portal under VPAA
- b. New Faculty - "How's it going so far?" SIR II's done? (5-minute support group session)
Everyone doing well...no problems so far.

II. Common Assessments/Unit Plan Discussion (Course supervisors)

- a. Status/progress of courses **required** to give a common assessment due to concurrent courses being offered in high schools as dual enrollment for Edison credit:
Fall 2012: BSC 1010, BSC 1010L, BSC 1050C, BSC 1093C, BSC 1005*
Tina explained needs and reviewed distribution of scantrons from Crystal Revak; final versions of common final exams for both ground and online courses, and guidelines for making photo copies of final exams. Tina discussed concerns over security of the exams and requested that everyone read, sign and return the Acknowledgement Form that was attached to the e-mail with Common Final Exam Instructions.

Additional common assessment discussion topics:

- Some faculty have been including the common final questions within their unit exams and are collecting their own data as they progress. Concerns over validity of this method unless ALL faculty teaching the course are doing the assessment the same way.
- Need for common assessment guidelines from higher up (Edison overall).
- Need for institutional support for data analysis of common assessments

- MAKE SURE you include the common final exam/assessment in your course syllabus for the Spring 2013 term; (reminder that the department already agreed that the common assessment must be taken by ALL students in the course and that the grade must, in some way, count towards the student's final grade)
 - Spring term dual enrollment courses added to the common assessment list include BSC 1094C, BSC 1011 and BSC 1011L; in addition to those from the Fall 2012 term
- b. Unit Plan – November 16, 2012 deadline for entering our 2012-2013 plan into the database
Tina sent the Unit Plan objectives to all science faculty and requested any comments/corrections be sent to her by next Friday.

III. Syllabi (Ottman)

- a. Syllabi checklist for Spring 2013 syllabi submissions/guidelines for quality control
Tina distributed a checklist to be used by faculty before submitting your course syllabi to her for review. Faculty should submit syllabi for review at least one to two weeks before the term starts to allow time for review – make sure to include the final exam date within the syllabus (schedule is already posted on the portal).

IV. Arts & Sciences Restructuring / Department Chair/Course Supervisors

General discussion by faculty regarding the new organization of the A & S department, as well as potential changes to the role of the department chair, associate deans etc. Faculty were encouraged to provide input into these new roles/ changes.

V. Proposal/discussion to separate the science department into Physical and Biological Sciences/Natural Sciences (McGarity)

Lisa M. discussed her reasons for making this proposal, including historical trends and faculty needs for more time within specific disciplines for discussions. Discussion by faculty led to possible options:

- Longer department meeting times, broken into discipline sub-meetings at the beginning and end of the general department meeting (requires polycom room availability)
- Have 1 hour department meetings...but meet twice a month
- Investigate other options for discipline-specific meetings via Skype, Go-to-meeting, etc.

VI. Discussion over chemistry concern related to math preparedness and calculator use (McGarity)

Lisa M. discussed her concerns over calculators being banned for use in math classrooms; chemistry and physics courses require students to have calculator skills (TI-85). Additionally concerned that exponential notation is not being taught in MAT 1033 and that students are not being given the math skills required for success in higher-level science courses (chemistry and physics). Tina suggested that chemistry and physics faculty provide a list of the math skills needed for their courses and she would include these in a letter to the math department.

VII. Curriculum Proposals

Any curriculum proposals being considered for implementation by Fall 2013 MUST be submitted to Tina by December 14, 2012 to allow time for review and circulation before the January 4, 2013 deadline to the Curriculum Committee. Make sure to thoroughly address all areas of the curriculum proposal, including affects on any other existing programs, such as course pre-requisites, contact hours etc.).

VIII. Science Budget/Course Fees – update

Tina was able to obtain a spreadsheet with basic science budget information by campus – but the budget process will undoubtedly change with the new reorganizational structure...so please send any budget-related questions or concerns to Tina.

IX. Closing comments/adjourn

Brief discussion about the status of a lab manager for the Charlotte campus; is there a 'freeze' on hiring? Dr. Harrel told Tina that there should not be a freeze on that position so she will look into this. Faculty on Charlotte are currently prepping their own labs with the help Of Susan Jensen (an adjunct professor).

Meeting adjourned at 2:51 pm.