Meeting Minutes of February 13, 2015

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Batcher, Doris | x |  |  |
| Black, Cheryl | x |  |  |
| Coman, Marius |  | 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 | x |  |  |
| McKenzie, Jonathan | x |  |  |
| O’Neal, Lyman | x |  |  |
| Russell, Micah | x |  |  |

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|  | Present | Absent | Excused |
| Ottman, Tina | x |  |  |
| Prabhu, Nimmy | x |  |  |
| Romeo, Peggy | x |  |  |
| Trevino, Marcela | x |  |  |
| Ulrich, Melanie | x |  |  |
| Vala, Teju | x |  |  |
| Verga, Vera | x |  |  |
| Wilcox, Bill |  |  | x |
| Witty, Mike | x |  |  |
| Wolfson, Jed | x |  |  |
| Xue, Di | x |  |  |
|  |  |  |  |
| **Adjunct Faculty** |  |  |  |
| Athens, Wendy | x |  |  |
| Anjali Misra | x |  |  |
| Mary Shaw | x |  |  |
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1. Minutes of January 9 Meeting

The minutes were reviewed and adopted

2. Course update

Three proposals submitted to the curriculum committee were approved. PHY 1020C, a new course was approved. AST 2020C, a new course, was approved. The proposal to drop CHM2045/24045L prerequisite from PCB 3043C was approved. Four other proposals including 3 new courses will be considered in the February meeting of the Curriculum Committee.

3. Course lab fee budget:

Science lab budget proposal sent to the faculty earlier was discussed. Several suggestions were made to include durable items such as microscopes to the proposal for biology courses. Number of sections for microbiology need to be updated to reflect the whole year. It was agreed that these changes will be made so that the current lab fee of $55.00 for physical science and $42.00 for biological science will fund the lab budget without surplus or deficit.

4. Faculty Senate Representative from School of Pure and Applied Sciences

Dr. Qin Liu volunteered to represent the science department in the faculty senate committee and he was nominated for this position.

5. Textbook adoptions for fall 2015

If a text book needs to be changed for a course, or the current text book has a new edition, this is the time to decide on the change and update our records. Course supervisors were reminded to lead the discussion on text books with other faculty teaching the course, and decide on the change if needed. Once a decision to change text book is made, the course supervisor should fill in the required form and submit it to the chair to be forwarded to the Dean. Even in cases where no change is made, course supervisors are urged to fill in this form and submit so that text book records can be updated.

6. Undergraduate Research

Tina talked about the challenges and opportunities of undergraduate research. The push is on for us to provide students with undergraduate research opportunities, either in-house or through external internships. Currently, the infrastructure available for us to provide these opportunities for students in-house creates a DIS (directed independent study) using the 2910 designation for up to 6 students. The faculty member is compensated at $200.00/student/credit for teaching this course. She is creating a survey through survey monkey to obtain feedback from science faculty about their interest in facilitating these research efforts. She will also be asking about the compensation, as well as the additional challenges we face such as available lab space, funding for lab supplies & equipment, transportation, release time etc. There is also the question of how to add these additional credits to the degree programs.

7. Faculty Research:

George reported a conversation he had with Dr.Allbritten about faculty research. Dr. Allbritten is very much interested in getting faculty involved in research, but made it clear that he does not want to push it against the will of the faculty. But those who are interested will certainly find him an ally and he will find money to support their efforts. Several faculty expressed interest in pursuing research and want to know the extent of financial assistance available to them to plan their projects. The faculty research seminar organized by Thep, Li and Robert is a good forum to exchange ideas and get students interested in undergraduate research.

8. Assessment update

Peggy reminded faculty to use the latest version of the common final each semester. In this respect it will help if course supervisors send copies of the final exam and the answer key to all faculty teaching the course at the beginning of each semester. She also reminded faculty to make the common final questions linked to specific course outcomes that are in the syllabus. If it is necessary to ask questions that are not linked to the current course outcomes, we need to change the outcomes first, and this requires the submission of a change of course form to the curriculum committee.

Common Finals were administered and the results were analyzed for BSC1005, BSC1010, BSC1011, BSC1050C, BSC 1051C, BSC1093C, BSC1094C, PHY2048, ISC1001C and ISC 1002C in the fall of 2014. These are now available with Peggy and course supervisors may obtain copies to be distributed to the faculty. We will use these results to plan for improvement during fall 2015 professional development days.

The following course supervisors have volunteered to work with other faculty to produce common finals. We would aim to have common finals for all science courses by the fall semester of 2015.

1. CHM 2025 and CHM 2032 – Doris Batcher and Qin Liu
2. BSC 1084C – Tejendrasinh Vala
3. MCB 2010C – Melanie Ulrich
4. CHM 2211 – Lisa McGarity
5. CHM 2010 – Thep Ayudhya
6. CHM 2046 – Di Xue
7. CHM 2045 – Kurt Donaldson

George shared PHY2048 common final analysis by course outcomes received from the Assessment Office. In order that the analysis may be done by course outcomes, the answer key submitted to the Assessment Office must contain outcomes linked to each question. A sample was made available to the faculty.

7. In this month’s segment on strategies for student success, George shared an article from the Wall street Journal of January 14 titled Cracking down on Skipping Classes.

Skipping class has been identified as a major problem in student retention and success in universities and colleges across the country. Many institutions under pressure from falling student retention rates are taking steps to monitor student attendance in class. At Villanova University, student ID card track attendance at some lectures. University of Arkansas last semester began electronically monitoring the class attendance of 750 freshmen as part of a pilot program that will eventually extend to all undergraduate classes.

Many colleges are using “retention alert systems” that monitor behaviors that lead to dropping out. According Dr. Marcus Crede, a psychology professor at Iowa State University, attendance is the best known predictor of college grades. According to him, grades, in turn, seem linked to graduation rate. A 2005 study by researchers in Toronto showed strong correlation between class attendance and student’s final grade. A chart showing the result of the study was shared with the faculty.

At Harvard University researchers secretly filmed class rooms without student consent to learn how many were skipping classes. This was done anonymously to prevent skewing the result by making students aware that they were being monitored. Among 10 different lectures monitored, attendance averaged 60%, declining from 79% as the semester began to 43% as it ended. Attendance also fell more than 10% over an average week. Courses that incorporated attendance into the final grade average 89% success rate compared with 49% for those that did not.

Reviewing the department syllabi shows that a number of faculty incorporate some form of attendance credit in the grading process. Research shows that this is a good idea and other faculty are encouraged to do the same.

In the absence of any other business, the meeting concluded at 2:00 PM.