

MINUTES

Science Department Meeting
Christina (Tina) Ottman, Department Chair
January 2, 2013 9:00 a.m. – 4:00 p.m.
Lee: U-102

	Present	Absent	Excused		Present	Absent	Excused
Faculty				Romeo, Peggy	X		
Batcher, Doris	X			Trevino, Marcela			X
Black, Cheryl			X	Ulrich, Melanie	X		
Coman, Marius	X			Verga, Vera	X		
Donaldson, Kurt	X			Wilcox, William (Bill)			X
Hepner, Roy	X			Witty, Mike	X		
Hermann, Henry	X			Wolfson, Jed	X		
Hooks, George (Ed)	X			Xue, Di	X		
Horn, Darryl	X						
Huang, Li	X			Adjunct Faculty			
Israsena Na Ayudhya, Thep	X			Burns, Bob	X		
Jester, Rozalind	X			Cutler, Rob	X		
Koepke, Jay	X			Furler, Robert	X		
Liu, Qin	X			Hermann, Lisa	X		
Manacheril, George	X			Kashleva, Helena	X		
McDevit, Daniel	X			Labriola, Jean	X		
McGarity, Lisa	X			Posey, Fred	X		
McKenzie, Jonathan	X			Vala, Teja	X		
O'Neal, Lyman			X	Wilson-Burris, Katharine	X		
Ottman, Tina	X			Herold, Bob	X		
Rattenborg, Oscar	X						
				Guests			
				Dr. Susan Hibbard	X		

- I. Welcome to the first joint meeting of the math and science departments (Why are we here?)
 - a. Introductions
 - b. New Faculty - "How's it going so far?" (5-minute support group session)

- II. Unit Plan Review and Discussion – Tina opened the Math and Sciences Unit Plan (SPOL) on the computer/projection screen and reviewed the individual objectives for the science department, and the joint objectives for the math and science departments. Joann Lewin, math department Chair reviewed the individual math department objectives. The purpose was to make everyone aware of the nature of the Unit Plan, the current departmental objectives and the expectations for planning, assessment and reporting by faculty.
 - a. Science Department Objectives 2012-2013
 - Objective ID: 1769 – Continue to expand mentoring efforts and formalize the mentoring program for science faculty
 - Objective ID: 1770 – Continue to support professional development activities in the sciences
 - Objective ID: 1771 – Increase uniformity of content delivery in the sciences
 - Objective ID: 1782 – Improve communication, and sharing and availability of materials and equipment, among science labs across the institution
 - b. Math Department Objectives 2012-2013
 - c. Joint Math and Science Department Objectives 2012-2013
 - Objective ID: 1772 – Cornerstone Experience (STEM Career Fair)
 - Objective ID: 1773 – Assessment of student performance

- III. STEM Career Fair Update – March 26, 2013 / Charlotte Campus – Christy Smith, from the Charlotte campus, gave an update on the status of preparations for the March STEM fair. Forms from the STEM fair at the Lee campus last year are being used again (big help) and a call for volunteers interested in helping with the STEM Fair was made.

- IV. Everything you always wanted to know about ASSESSMENT* - Dr. Susan Hibbard (10:00 to 11:30 a.m.) – PowerPoint presentation loaded with helpful information regarding the proper design and use of assessments. Presentation was distributed electronically to all faculty following the meeting and it has also been posted to [SCOPE/Modules/Department-Wide Activities](#) for future reference. The presentation was followed by a question and answer session.
- V. Assessments, Analysis, and Reporting – Plans for Course Improvement (Examples by your colleagues)
- George Manacheril shared the report he generates each term based on the common assessments given in the ISC courses.
 - Marius Coman shared a presentation about common assessments, reporting, analysis and planning for the PHY courses.
- VI. LUNCH – Pizza, salad, dessert and drinks provided (Thanks to Theo for his personal support, as well as to other volunteers for providing salads and desserts) - much needed opportunity for science and math faculty to meet and mingle was enjoyed by all.
- VII. Math and Science Integration Discussion (What math skills are needed by students in specific science courses?)
Lisa McGarity initiated a discussion with math faculty over concerns that students were not prepared for the math needed in chemistry courses. Specific concerns included the need for a working knowledge of exponential notation, graphing, pH calculations and the quadratic equation. Math faculty asked science faculty to provide sample science problems using each of these skills so that they can incorporate science problems directly into the relevant math courses to better prepare students for their science courses. Lisa agreed to do this.
- VIII. Other ‘Joint’ Concerns – Dr. Koupelis asked for an agenda item to include a discussion about time limits for the acceptance of science and math credits for transfer students. For example, should a student returning to school be allowed to use a biology course taken over ten years ago to satisfy a program requirement? Should there be a cut-off for acceptance of credits?
- The discussion highlighted pros and cons of establishing a specific time limit for science credits. The discussion ended without a stipulation to impose a time limit on transfer credits.
- IX. Break out into separate Math and Science Department Meetings
- X. SCIENCE:
- Approval of Meeting Minutes from November 2012 meeting- minutes approved by all faculty present.
 - Spring 2013 Syllabi – faculty were reminded to submit their Spring 2013 course syllabi to Tina for review. The syllabus checklist was quickly reviewed as a reminder of items to check before submitting syllabi.
 - Call for new Committee volunteers – Tina introduced new committee volunteer positions for science faculty to get more involvement and support from science faculty on college committees and Unit Plan objective tasks. The committee descriptions have been posted on [SCOPE/Modules/Department-Wide Activities](#). Thanks to the following science faculty for stepping up to the call for volunteers:
 - New Course Supervisors: HUN 1201 – Darryl Horn; OCB 2010/2010L & BSC 1051C – Jonathan McKenzie; BSC 1094C – Jay Koepeke (the full list of course supervisors can be found on SCOPE)
 - Assessment Specialists (Student Assessment Committee): Roy Hepner and Melanie Ulrich
 - General Education Committee- still seeking two volunteers
 - Mentorship Committee: Oscar Rattenborg and Jonathan McKenzie
 - Professional Development Committee: seeking two volunteers
 - Community-wide Events Committee: Doris Batcher and Lisa McGarity
 - Portfolios/Mini-Portfolios – Full-time faculty portfolios are due by February 11, 2013. Adjunct faculty portfolios are due by February 22, 2013. The mini-portfolio guidelines for adjuncts are available online or they can be requested from the adjunct coordinators or Tina. Adjunct mini-portfolios will be evaluated by Tina.
 - Common Assessments – a reminder to all faculty teaching courses required to give a common assessment to get together and create an approved assessment ASAP so that we do not find ourselves in a time crunch near the end of the semester. Course supervisors should initiate this process with their respective faculty. Courses include: BSC 1005, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1093C, BSC 1094C, BSC 1050C, BSC 1051C.
 - Textbook adoptions – Now is the time to review and consider changes to textbook adoptions. The deadline for submitting recommendations for Fall 2013 is April 1, 2013. If your course is considering changes, please notify Tina in advance of this deadline.
 - Breakout into course-specific/discipline-specific groups for planning (Course representatives were asked to record meeting notes and provide them to the department chair for inclusion in the meeting minutes.
Notes were received from the Chemistry group:
 - Lisa is looking into textbooks/online resources for CHM 2025; Doris is doing the same for CHM 2032.

2. Qin and Thep are making CHM 2025L pre/post lab assessment to be delivered to full-time faculty for use this Spring 2013 semester. Doris is doing the same for CHM 2032L to be delivered to full-time faculty for use in Fall 2013 semester.
3. Discussion of online lab versus ground lab.
4. Bob and Qin will e-mail Lisa with a list of necessary math skills to be forwarded to Math Chair.
5. Transfer students: within 5 years, can take class if 'C' or better. More than 5 years, take by-pass exam (1 attempt per semester).

Staggered meeting adjournment as break-out groups complete common planning.

Have a fantastic Spring 2013 term!