

MINUTES

Science Department Meeting
Christina (Tina) Ottman, Department Chair
February 8, 2013 2:00 p.m. – 3:00 p.m.

Collier: G-109, Lee: AA-177, Charlotte: J-118, Hendry-Glades A-106

	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			Fred Posey	X		
Jester, Rozalind	X			Lisa Hermann	X		
Koepke, Jay			X				
Liu, Qin	X						
Manacheril, George	X			Staff			
McDevit, Daniel	X			Otto, Kirk			
McGarity, Lisa	X			Tyus, Jessica	X		
McKenzie, Jonathan	X			Clemence, Bob			
O'Neal, Lyman	X			Guests			
Ottman, Tina	X						
Rattenborg, Oscar	X						

I. Welcome

- a. Approval of January 2013 Minutes
Lisa Hermann made a motion to approve the minutes; Roz Jester seconded the motion; motion passed.
- b. New Faculty - "How's it going so far?" (5-minute support group session)
No noises heard from anyone so the assumption is everyone is fine...

II. STEM Career Fair Update – March 26, 2013 / Charlotte Campus

Our Charlotte colleagues were in the appropriate meeting room but we were connected to another 'empty' room on Charlotte – so sadly we had no input from Charlotte folks on the progress/status of the STEM Fair (I hear they had a nice time meeting with themselves however...so all is not lost)

III. Curriculum Proposals – update for 2/22/2013 meeting

Tina shared that all 4 proposals submitted by science faculty will go through to the Feb. 22 meeting. The CHM proposals will be discussed due to the budgetary considerations involved; the A & P proposals will also go through, but a recommendation was made by Scott Vanselow (SAC Syllabi Review Committee) that the assessments listed in the second column be reworked to better match the specific learning outcomes and then the two syllabi should be resubmitted in April to reflect those changes. Scott offered to meet with A & P faculty to provide guidance in that process.

IV. Portfolios...is everyone finished with their portfolio for either the 2/11/2013 deadline for full-time faculty or the 2/22/2013 deadline for adjunct faculty?

Tina reminded faculty of the deadlines for portfolio submissions and asked if all new faculty were prepared. Full-time faculty due for a comprehensive evaluation will submit their portfolios to Theo Koupelis; full-time faculty not due for a comprehensive evaluation will submit their Appendix A and B to Theo Koupelis; adjunct faculty will submit their mini-portfolios to Tina Ottman.

- V. Course Materials Update and textbook selection process discussion (Marcela/Lisa M.)
Marcela provided course materials updates: concerns include affordability of textbooks as per FL code/statute; a new contract will be negotiated with the bookstore.
Peggy Romeo said the Academic Standards Committee is working on a new textbook adoption COP. Information concerning changes to textbook adoption, including the inclusion or exclusion of an e-text for an adopted book, can be found on Canvas/SCOPE.
Tina said April 1, 2013 is the deadline for submitting requests for textbook adoptions. All instructors of a course should be consulted and the course supervisor should facilitate the discussion and selection process. A decision to make a change should be made by the 3rd week in March, and then the new textbook adoption form should be completed and sent to Tina for a signature. Tina will then send the approved requests to Dr. Rath by the April 1st deadline.
Faculty expressed concerns over the bookstore not having enough books for sale at the beginning of the semester for the number of students enrolled.
- VI. Common Assessments – status for BSC 1005, BSC 1010, BSC 1010L, BSC 1011, BSC 1011L, BSC 1050C, BSC 1051C, BSC 1093C, BSC 1094C
Just a reminder that if you teach a course on this list, you should be planning to give a common assessment at the end of the term. Check with your course supervisor if you do not have a copy of the assessment; check with Tina if you do not receive the ‘special’ scantrons. . . or if you have any other questions over the common assessment procedure.

Roy Hepner gave a brief report about his participation on the Student Assessment Committee: TIM assessment (recently completed) was discussed; how many artifacts were available for assessment and how many were useful? Current rubrics being used are based on the Seybert model but a subcommittee is looking into alternatives that may be better suited to our needs.
- VII. What’s a “gonfalon” and why should I care?
Faculty discussed what colors and symbols should be used to best represent the School of Arts and Sciences on our new gonfalon being created for commencement. Suggestions should be sent to Tina to be forwarded to Dr. Rath.
- VIII. Creation of AA “tracks” – call for input from science faculty
The School of Arts and Sciences has been asked to create/submit ‘tracks’ by Feb. 15, 2013. According to Dr. Rath, these ‘tracks’ are meant to “provide 1) Edison students with better quality guidance and advising in their selected educational pathways, 2) internal and external constituencies with greater and more accurate data regarding students and their career pathways, and 3) increase the potential for data-driven planning and quality improvement.” So far the following tracks have been recommended: *Accounting/Business, Computers, Communications, Education (6), Engineering, Fine Arts/Humanities, Health, Law/Public Safety, Mathematics, Nursing, Social Sciences, and Natural Sciences*. Please send any feedback, questions or concerns to Tina, who will compile a summary to share with Dr. Rath by next week.
- IX. Mentorship Committee – Oscar Rattenborg
Discussion over the need for a formal or informal mentoring program. A formal program makes it more difficult for a mentee to ‘fall through the cracks’. However, as long as mentees ask for advice – the mentoring works. Tina sent out a survey to mentees from this year and she will share the results with Oscar and the department.
- X. Science Supplies/Laboratory Inventories – Jessica Tyus (Lee)
Jessica shared her inventory spreadsheet/software for science equipment on the Lee campus. Our Unit Plan includes a departmental objective to create and maintain a college-wide inventory (by Campus) of all science equipment and supplies. The spreadsheet should include the age of the equipment, servicing dates, and specific location. Each campus should use this same software to compile their inventory. Once completed for all campuses, this inventory should make better use of the equipment we have and highlight the areas of greatest need so that we use our lab budgets efficiently.
- XI. For the ‘Good of the Group’ – HAPPY 50th BIRTHDAY VERA!
Reminder – NO DEPARTMENT MEETING IN MARCH – Happy Spring Break!
- XII. Adjourn