September 9, 2016 Meeting Minutes

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Black, Cheryl | x |  |  |
| Coman, Marius | x |  |  |
| Donaldson, Kurt |  | x |  |
| Fay, Erik | x |  |  |
| Furler, Robert | x |  |  |
| Gaidos, Gabriel | x |  |  |
| Hepner, Roy | x |  |  |
| Hermann, Henry | x |  |  |
| Hooks, Ed | 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 |  |

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Ottman, Tina |  |  | x |
| Page, Rebecca | x |  |  |
| Paudel, Yadab | x |  |  |
| Porter, Emily | x |  |  |
| Romeo, Peggy | x |  |  |
| Shaw, Mary | 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** |  |  |  |
| Wendy Athens | x |  |  |
| Ann Mantell | x |  |  |
| Helena Kashleva | x |  |  |
| Lisa Hermann |  |  |  |
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1. [Minutes of August 22nd meeting](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\August%2022,%202016%20Meeting%20Minutes.docx):

A motion to adopt the minutes was proposed by Rozalind and seconded by Marius.

1. Recognition of faculty scholarship and service:

The scholarly service of Robert Furler and Christina Otttman were recognized. Robert Furler along with two research students attended the International Aids Conference in Durban South Africa. Tina Ottman was elected to the Board of Directors of the Girls Scouts of Gulfcoast Florida. Tina is planning two new events to be held on the Collier Campus in October and December. Science faculty congratulated them for their achievement and service.

1. Meeting of the minds sessions:

The General Education Advisory Committee under the leadership of Prof. Ransford is planning to hold two meetings on the theme, Meeting of the Minds. The objectives of these sessions are to engage in cross disciplinary discussion, analyze a predetermined general education competency, review and share sample course assignments, and discuss the components of an appropriate general education assessment. Faculty who didn’t have a chance to attend the meeting on the 9th of September were urged to attend the one on October 14.

1. President’s Circle – Young Professionals:

This is a call from Lee County Economic Development Office for 4 or 5 students who are excelling academically to connect with high level executives to help them make the necessary connections for the future. If you know a student who could benefit from this, please nominate and let George has the name.

1. Plummer Scholarship:

This has come from the Student Affair Operations regarding a scholarship offered by the Plummer family. We are asked to provide the names of two students who satisfy the criteria laid out for this scholarship. If you have a student you would like to nominate for this, please let George has the name before November 1, 2016. Lisa said that she will be nominating a student.

1. [Lab safety](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\Student%20Safety%20Contract-present.pdf) [agreement](file:///E:\Dept.%20Chair\Meeting%20minutes%20and%20agenda\Sep.%209,%202016%20Meeting\Student%20Safety%20Contract.pdf):

Earlier in the week Martin had asked the science faculty to stop using the current Lab Safety Agreement Form as it contains instructions that might violate HIPPA, Health Insurance Portability and Accountability Act. Some of the questions raised are:

Lisa: I teach Organic Chem - what if a student is pregnant? I have also had students that were allergic to metals. So what do I do?

Dan: Should we remove the part about health insurance from the form?

Mary: Same as ADA regulations, let students know that they are welcome to disclose to you verbally after class voluntarily, not mandatory.

Gabriel: GenChem has a different form. Why can't we use that form?

Lisa McGarity agreed to redesign this form removing the part that contain potential violation of HIPPA and rewriting it to suit the lab safety purposes and answering these questions.

In the mean time faculty are advised not to use the existing form.

1. Bucbits:

A call from the Academic Affairs Marketing Associates for appropriate bucbits was discussed. Buc bits may be related to effective use of technology in the classroom, innovative teaching practices, special class projects, honor society activities and so on. Tina said that she is working on her bucbits. If anyone has any bright ideas to share in any of these fields, please pass it on to Jennifer Young, Public relations and Marketing Associates, Academic Affairs.

1. Online course development:

Martin has asked if anyone is interested in developing online courses that we currently do not offer online. If anyone has ideas about developing an online course or teach an online course, please contact Martin. Remember, in order to teach an online course, you need to be Canvas certified. Marius asked if there is a list of those who are certified. Such a list existed on the online website, but with the reorganization of the online, it is not clear how to access it.

1. School Reorganization:

Dr. Stewart’s replies to the questions raised by the science faculty in the August 22 meeting were discussed. Jonathan McKenzie mentioned that a vote on the reorganization of the schools was denied in the August meeting. Faculty overwhelmingly agreed that such a volte be taken. Subsequently the following motion was proposed by Rozalind Jester:

"The science department would like to state that our preference is to keep the two schools separate, each having their own dean"

The motion was carried by a vote of 22 to 2 and 7 abstaining. Tina will represent the science department to meet with the Provost on September 16 to discuss this.

1. General Education Committee representative from science:

Marcela Trevino volunteered to represent the science department in the General Education Advisory Committee.

1. 2017 Spring Schedule:

Full time faculty schedule has been completed and the schedule is open to adjuncts now.

1. Common final acknowledgement form:

We have now common final in place for 60% of our courses. A common final agreement form will be sent to all by the middle of October. If your course is scheduled for common final, please complete the form and return it to George and contact the course supervisor for a copy of the common final. Mary asked about the time frame for changing the final. Course supervisors are free to change the common final as long as they are ready by the middle of October. Please send a copy to George. Also include an answer key that contains question numbers directly linked to course learning outcomes. About two weeks before the common final is to take place, you will receive a packet from Allison Studer in the Assessment Office with scantrons for your class and instructions on how to send the completed scantrons back to her.

1. Curriculum proposals

We decided in our August meeting to change the two-lab courses requirement for general education to at least one lab course. A change of program proposal has been forwarded to Martin to be presented in the October 7 curriculum committee meeting.

The meeting adjourned at 2:00 PM.