February 10, 2017 Meeting Minutes

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| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| **Faculty** |  |  |  |
| Black, Cheryl | x |  |  |
| Coman, Marius | x |  |  |
| Donaldson, Kurt |  | x |  |
| Fay, Erik | 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** |  |  |  |
| Anjali Misra | x |  |  |
| Carol Kennedy | x |  |  |
| Wendy Athens | x |  |  |
| Nirmala Prabhu | x |  |  |
| Lisa Hermann | x |  |  |
|  |  |  |  |

1. Minutes of Jan 13th meeting

The minutes was amended to add Lisa’s concern that adjuncts not using the prescribed lab book may have legal implication. Henry Hermann and Lisa McGarity moved the motion to adopt the minutes and seconded by Ed Hooks. The minutes were adopted.

1. Course Assessment reports

Assessment reports received for BSC, CHM, MCB and PHY were shared with the faculty. A question from a faculty on what to do with these reports was discussed and the following summary suggestions were made:

1. The item analysis including item difficulty and discrimination levels gives insight into how useful the evaluation instrument is as an assessment tool. If the instrument, that is the common final, is not effective, then you need to think in terms of modifying it to make it better.
2. The report gives a detailed analysis of student performance on each of the learning outcomes of the course. This helps identify learning outcomes where student performance was weak. Weak performance on an outcome or outcomes could be due to the nature of the instrument or lack of sufficient learning. This might help faculty in the goal setting process for next academic year that forms part of the faculty evaluation.
3. It also gives a comparison by site analysis. A course evaluation report is not meant for comparing faculty performances. But if we have poor result for a site consistently, then it is worth taking a second look at it.

Those who do common final on Canvas were reminded not to shuffle the answers.

Marius made the following announcement:

Course supervisors will receive a drill down of the assessment reports for their courses.It is up to course supervisors to decide on whether a discussion must be initiated about the report;for example, on whether some answers to questions exhibiting a lower response rate for the correct response than for the 1st distractor. Some might want to keep these questions as the high difficulty ones. But if there are too many very difficult questions, as per the analysis, one might choose to include/replace some of those.

1. General Education Changes HS Programs

The general education changes for some HS programs were brought to the attention of the faculty. Since it directly affects our science offerings, everyone should be familiar with the HS general education requirements.

1. C courses and contact hours – update

Changes to AST 2002C, PHY 1020C, ISC 1001C and ISC 1002C to 3 credit 4 contact hours were approved by the curriculum committee in their February meeting.

The changes that are being proposed for next month’s meeting include:

1. BSC 1005C to BSC 1005, 3 credit lecture, and BSC 1005L, 1 credit 2 contact hour lab
2. BSC 1084C to 4 credit 5 contact hour
3. ESC 1000C, EVR 1001C, PCB 3023, PCB 3043, PCB 3063, GLY 1010, GLY 1100 all to 3 credit 4 contact hour
4. OCB 1000C, OCE 1001C, BSC 1050C to drop C and remain lecture only

These changes were endorsed by William Wilcox, George Hooks, Jonathan Mckenzie, Rozalind Jester, Erik Fay, Daniel McDevit, Gabriel Gaidos, Michael Witty, Melanie Ulrich, Jed Wolfson, Emily Porter, Mary Shaw, Vera Verga, Christina Ottman, Peggy Romeo, Lisa Hermann, Henry Hermann, Marcela Trevino, Teju Vala.

Dan asked when the C course changes will take effect. The changes that will be presented to the committee for their March meeting and will take effect this Fall.

The following is a summary transcript of the discussion on BSC 1005 and BSC 1005L online.

Mary Shaw - Yes, we need to decide whether to let the online lag a semester; for splitting lecture/lab

Wendy Athens - A delay would help instructional design load-wise plus it's always helpful to prove it on ground first

Mary Shaw - I agree, Wendy

Mary Shaw - then we will be lagging a semester for online BSC1005, to simplify for web design, as well as lack of time to submit a new proposal. Does anyone object or need more time to think about this?

Daniel McDevit - Mary, a lag is ok with me

Peggy Romeo - Mary, I don't have any objections

Melanie Ulrich - A lag is fine Mary

1. Committee on text book affordability

Faculty were briefed on some of the questions deliberated by the textbook affordability committee. The following is a transcript of the faculty responses:

Gabriel Gaidos - Universal Step: develop a lot of Canvas materials, and make the book optional.

Mary Shaw - I don't believe that the bookstore should be involved in choosing instructional material at all. This was strongly seconded by many others.

. William Wilcox - We create our own content where appropriate in handouts, video assignments, etc.

Rozalind Jester - A suggestion for the committee could be to help identify places where we can find open-source materials

Amanda Subic: Incentivize faculty to develop and share their content

Rozalind Jester - Just to put it out there - we are considering going to open-source for Fall

Rozalind Jester - 13:20 : We just found out that we are being forced to new edition for Fall, so that will lead to change

Christina Ottman - What will be given to a new adjunct at the start of a semester if all we have is individual faculty developed content?

George Hooks - Why can't adjuncts pick their own textbooks?

Melanie Ulrich - How do we ensure continuity among sections if everyone uses their own textbook?

George Hooks - If you are deemed competent to teach, you’re are competent to pick your own text

Mary Shaw - Having adjuncts choose their own material is a terrible idea

Peggy Romeo - Some adjucts are hired the day before class begins

Christina Ottman - often they are not hired until just before the start of a semester...not practical for purchase in time

Jonathan McKenzie - Can't have a common final if you have different books/materials

George Hooks - Then we can just keep an optional standard set for the adjuncts and let the full-timers pick what they want.

. Mary Shaw - But, we are not "supposed" to tell students to purchase the previous editions because of our "relationship" with Foley (the bookstore)

Peggy Romeo - Access code content should not be part of the textbook

Jonathan McKenzie - I tell them to go cheap all the time, but had been told before not to do that

Gabriel Gaidos -You are not legally allowed to tell students to buy outside books. I got into trouble for that.

Melanie Ulrich - Actually, on the form for the textbook I put older editions were acceptable for Micro.

George Hooks - This would all be solved by allowing individual faculty to choose their own textbooks

Lisa Ann McGarity - What happens if not enough old edition copies are available? Page numbers are different

Jed Wolfson - once the edition changes the publisher stops making old editions available

William Wilcox - On going discussions in subject groups?

Lisa Hermann - Henry Here - It should be up to us what edition to recommend - not the bookstore. Any new changes can be added to class material without having the student tied into having to purchase a new book.

Note: The transcript is copied and pasted here because faculty make very valid points on text book affordability.

Last day to submit book adoptions to the bookstore is February 28.

1. Adjunct mentor stipend payment

Melissa has been forwarding approval for paying adjunct mentor stipend to those who have sent in their completed check list. You don’t need to wait for them to complete their portfolio. If you have reminded them of taking care of the various portfolio components, you can check that item. Lisa will be sending the checklist to everybody who need one.

If you have not done a classroom observation, please do so next week.

1. Summer and Fall schedules

We still have a section each of CHM 2025 and lab online sections not claimed by anybody for the Fall. Updated BSC 1005 online is not expected to be ready for the Fall. BSC 1084C online has been cancelled for the fall to allow us enough time to redesign the course to suit the new contact hour change. New online course designs for the fall include BSC 1011, BSC 1011L and AST 2002C. Although the CNA does not put a limit on the number of online courses one can teach, Martin has reminded that it should not be at the expense of ground classes. We need sufficient coverage of ground classes by full time faculty. The schedule is not final until Martin approves it.

Peggy Romeo - So in that case do adjuncts get priority over full-timers for online???That can't happen

Peggy Romeo - It will if we are forced to fill ground first

Peggy Romeo: In either case, we need adjuncts.

Marcela talked about the urgent need to brief advisors on the need to persuade potential nutrition, microbiology and A&P students to do BSC 1010 before registering for these courses. She suggested a departmental initiative on this.

1. Faculty Evaluation

Faculty evaluation documents are due on the 13th. Include completed form 1, grade distribution and the Student Opinion Survey results for fall 2016 and additional documents as evidence of professional development and college service. Martin and Kathy will be reviewing all evaluation submissions, and undue absenteeism for college activities including department meeting will affect your evaluation.

1. Chair position and duties

Current chair’s three-year term is ending this summer and we have the position available for anyone interested. The chair position has evolved into a rather involved and challenging one.

George: I thoroughly enjoyed doing this for the past three years. Thank you Bill for pushing me into it and thanks to all of you who have given me tremendous support for the last three years. Particularly I want to say thank you to Tina who has been such a champion for all our departmental activities and mission.

Please let Peggy have your suggestions regarding duties of Department Chair before February 22.

The meeting closed at 2:00 PM