

SCIENCE DEPARTMENT MEETING MINUTES

TUESDAY, AUGUST 15

H-118 (2:30–4:30)

FACULTY	PRESENT	ABSENT	EXCUSED
Black, Cheryl	x		
Coman, Marius	x		
Fay, Erik	x		
Gaidos, Gabriel	x		
Hepner, Roy		x	
Hermann, Lisa	x		
Hermann, Henry	x		
Hilton, Kim	x		
Hooks, Ed	x		
Koepke, Jay	x		
Liu, Qin	x		
Manacheril, George	x		
McGarity, Lisa	x		
McKenzie, Jonathan		x	
O'Neal, Lyman	x		
Ottman, Tina	x		
Page, Rebecca	x		
Paudel, Yadab	x		
Porter, Emily	x		
Robinson, Judy	x		
Romeo, Peggy	x		
Sauer, Mike	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			
Carol Kennedy,	x		
Seetha Sarma	x		

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<i>Discussions</i>		
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>
1.	<i>Introductions</i>	<p>The meeting began with a round of introductions. Along with our returning full-time and adjunct faculty; we were introduced to our new full-time faculty, Kim Hilton (Chemistry), Lisa Hermann (Biology), Mike Sauer (Oceanography), and Judy Robinson (Biology). Seetha Sarma (Biology), a newly hired adjunct was also introduced.</p> <p>A well-deserved, warm thank you was given from everybody to our outgoing Department Chair, George Manacheril. Thanks again for your patience and efficiency, George!</p>
2.	<i>New Meeting Platform</i>	<p>A new idea was brought forth by the new Department Chair, Peggy Romeo, for future department meetings. Beginning with our next meeting, September 8, we will have two options for attending department meetings. We have the option of meeting face-to-face in H-120 (Lee Campus) for those who wish to attend the meetings in person. During these meetings, the computer in the room will be connected to our SCOPE Canvas conference platform for those faculty who wish to attend online.</p> <p>A concern was brought up that those faculty attending face-to-face should bring laptops to log into Canvas for comments to be entered into the log. Another concern was that it may be difficult to monitor the computer, comments on Canvas, while conducting a face-to-face meeting. It was agreed that September 8 will be a trial run for the two option meeting and if too many difficulties are encountered, then we will default to our traditional SCOPE conferencing for future meetings.</p>
3.	<i>Mentors</i>	<p>Mentors were chosen for our new adjuncts, adjuncts who are due for their 3-year portfolio evaluation, and for our new full-time faculty. Peggy Romeo will send out a list of mentors/mentees within a week. All mentors and mentees were encouraged to attend the Faculty Mentoring Workshop, Friday, August 18.</p>
4.	<i>Continuing Contract Evaluation Subcommittees</i>	<p>Continuing Contract Faculty Subcommittees were chosen for Roy Hepner and Teju Vala. The Subcommittee for Roy consists of Ed Hooks, Jay Koepke, and Melanie Ulrich. The Subcommittee for Teju includes Henry Hermann, Ed Hooks, and George Manacheril.</p>

<i>Discussions (Continued)</i>		
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>
5.	<i>Wednesday, August 16, Adjunct Meeting</i>	Full-time faculty volunteers were requested to attend the Wednesday, August 16, Adjunct Meeting. It was suggested that a representative from each discipline be present to meet in groups during the meeting. It was also noted that since it is a late evening meeting, it would make more sense if those faculty from the Lee Campus would step up and volunteer to take the burden off those who live far from the campus.
6.	<i>Course Supervisors and Textbooks</i>	New Course Supervisors were chosen to fill in empty slots left from non-returning faculty. Textbook information was reviewed and course supervisors will send corrections to Peggy Romeo.
7.	<i>Reminders from Dr. McClinton</i>	Peggy Romeo outlined a few reminders from Dr. McClinton: <ul style="list-style-type: none"> • Faculty need to meet all classes – no comments from faculty • Department needs to reschedule November Department meeting because falls on a holiday – there were objections from faculty; Peggy Romeo requested to initiate conversation with Dr. McClinton. Follow-up: Dr. McClinton is fine with not rescheduling as long as there are no pressing issues that need attended! • Faculty need to be present during scheduled office hours – no comments from faculty • Faculty need to inform Dr. McClinton if not coming in to work, have to miss class, have to miss a meeting, or have to miss office hours – no comments from faculty • Online courses need to have proctored exams – no comments from faculty
8.	<i>Course Changes for Curriculum Committee</i>	The following changes in courses that must be submitted to the Curriculum Committee were identified; these changes need to be submitted by September 18. <ul style="list-style-type: none"> • BSC1011 – Change in Course Learning Outcomes • BSC1005 – Change in Course Learning Outcomes • BSC1005L – Change in Course Learning Outcomes • CHM1045 – Switch Learning Outcome to 1046 • CHM1046 – Switch Learning Outcome from 1045
9.	<i>Assessment Update</i>	Marius Coman provided an update for Science Department Assessment. Course Supervisors need to send course-level assessment update to Marius by August 25. Need to also copy Peggy Romeo on email.
10.	<i>Discipline Group Discussions</i>	Following the assessment update, faculty broke into groups by discipline to work on course-level assessment.
11.	<i>Next Meeting Date</i>	Meeting ended at 4:30. Next Meeting is scheduled for September 8, @ 1:00 – 3:00 . This meeting will serve as a trial meeting to use two meeting platforms simultaneously: in-person in H-120 (Lee) and via SCOPE .