

## SCIENCE DEPARTMENT MEETING MINUTES

*FRIDAY, OCTOBER 13*

*H-117 (1:00–2:00)*

FACULTY	PRESENT	ABSENT	EXCUSED
Black, Cheryl	x		
Coman, Marius	x		
Fay, Erik	x		
Gaidos, Gabriel	x		
Hepner, Roy	x		
Hermann, Lisa	x		x
Hermann, Henry	x		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		
<b>ADJUNCT FACULTY</b>			
Ann Mantell	x		
Hui Sun	x		
Amanda Subic	x		
Helena Kashleva	x		

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<i>Discussions</i>		
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
<b>1.</b>	<b><i>Adoption of August Minutes</i></b>	The meeting began with the adoption of the August 15, 2017 meeting minutes. The motion to adopt was proposed by Ed Hooks; the motion was seconded by George Manacheril.
<b>2.</b>	<b><i>Mentoring Updates</i></b>	Several faculty had emailed that the Adjunct Portfolio Guidelines were no longer available on the Document Manager. Peggy Romeo had already sent an inquiry to Melissa Rizzuto. She will notify mentors once Dr. Rizzuto replies.
<b>3.</b>	<b><i>Announcements</i></b>	<ul style="list-style-type: none"> <li>• There has been a permanent room change for those folks planning to attend the Department Meetings in person. We now have room H-117 (Lee) reserved for our meetings. We will continue with the two-option Department Meeting through Spring 2018.</li> <li>• There has been a BSC1005/L Course Supervisor change. Jessica Slisher is not the BSC1005/L Course Supervisor. She will begin working on a common lab manual for all campuses and will be contacting faculty for input. Any questions/suggestions concerning BSC1005 should be directed to Jessica.</li> <li>• CCRC Report: Marcela Trevino is on the overall Continuing Contract Review Committee and questions concerning the committee and is available to answer any questions concerning the committee structure, function, and actions.</li> </ul>
<b>4.</b>	<b><i>FSW Science Department Shirts</i></b>	There may be FSW Science Department monogrammed shirts available for faculty who wish to purchase them. A couple faculty expressed interest. Faculty will be notified as soon as more information, perhaps a catalog, is available.

<b><i>Discussions (Continued)</i></b>		
<b><i>No.</i></b>	<b><i>Topic</i></b>	<b><i>Highlights</i></b>
<b>5.</b>	<b><i>Curriculum Committee Updates</i></b>	<p>The following courses were approved at the Friday, October 6, Curriculum Committee meeting:</p> <ul style="list-style-type: none"> <li>• BSC1011 – New Learning Outcomes</li> <li>• BSC1005 – New Learning Outcomes and Course Description</li> <li>• CHM1045 – switch Learning Outcome to 1046</li> <li>• CHM1046 - switch Learning Outcome from 1045</li> </ul> <p>The presentations were made by Peggy Romeo. Marius Coman verified that Physics changes are in the Curriculum Committee dropbox and are ready to be presented during the November CC Meeting. Marius will be present at that meeting to do the presentation.</p>
<b>6.</b>	<b><i>Assessment Updates</i></b>	<p>A list had been sent to several faculty that their classes have been identified as possible candidates for either the “Investigate” or the “Research” Gen Ed assignment. A short list will be chosen from the larger list. All faculty making the short list will be notified by the assessment team the following week. Be sure to look for emails from the assessment team.</p>
<b>7.</b>	<b><i>Common Labs for Biology and Chemistry</i></b>	<p>Course Supervisors are encouraged to begin working with faculty who teach their course to create working labs that can be used by all faculty. As labs increase, we need to have routine, common labs that can be set up each week for all to use. BSC1010 has already been doing this and it has worked out to everybody’s advantage.... Adjuncts, full-timers, and lab supervisors. We need to do this for all labs so that we have more organization. It is also beneficial for new adjuncts teaching the labs.</p> <p>New adjunct Cathy Kraeer emphasized the importance of ready-to-go labs for new adjuncts. Those new faculty hired the week classes begin are at a major disadvantage.</p>
<b>8.</b>	<b><i>Chemistry Courses</i></b>	<p>There has been some conversation concerning trimming overlapping courses in Chemistry. Dr. McClinton has observed overlap between general and upper-level courses. This brings up the question: do we need all the courses that we teach in chemistry? Lisa McGarity emphasized the courses are very different. But although some individual professors treat the courses differently, it seems others may not.</p> <p>Lisa also informed that almost all Florida Universities are teaching the intro course in chemistry, but FGCU does not.</p> <p>The chemistry faculty are encouraged to get together and outline specific differences among the courses. This is especially important to help adjuncts just coming on board realize the content and depth of the material they are to include in their courses.</p>

<p><b>9.</b></p>	<p><b><i>Upcoming College Service Opportunities</i></b></p>	<ul style="list-style-type: none"> <li>• Grading artifacts for Gen Ed assessments – includes a stipend, if Assessment Coordinator you do not receive stipend.</li> <li>• Science Olympiad – Saturday, January 20</li> <li>• Open House (Lee Campus) November 15 – Amanda Subic reminded the open house will run from 2:30-6:00 and volunteers are welcome.</li> <li>• TV’s on wall of H-Building (Lee) need science blurbs (~10 seconds) – Tina Ottman used to have access to TV’s in Collier science building, but not anymore. She will email Martin McClinton to see if he can get access for her again.</li> <li>• 8, possibly 9, new faculty hires for Fall 2018 will need search committees to begin interviews next Spring (2018) – Martin McClinton outlined the positions. With so many committees Vera Verga asked if we can have one committee for more than one candidate. This is possible in the areas where we have more than one position. Mary Shaw asked if we still have to forward 3 prospective candidates to the Provost. Dr. McClinton responded that this is still usually the case. Several faculty volunteered, but they will need to volunteer again by responding to an official request from Martin McClinton. The following Contract rules were outlined for those interested:             <ol style="list-style-type: none"> <li>1. The respective departments shall elect members to serve on the screening committee. The Dean will initiate the formation of the screening committee by issuing a request for volunteers from the department.</li> <li>2. The screening committee will, when possible, include at least three faculty members with the majority being on continuing contract from the specific discipline of the position.</li> <li>3. If sufficient numbers of faculty are not available from the appropriate discipline and school, faculty members from another closely-related discipline shall be included, as needed.</li> <li>4. Temporary full-time faculty, whether grant funded or not, shall not serve on a screening committee.</li> <li>5. The Dean, in collaboration with the screening committee, will make the hiring recommendation to the Provost.</li> </ol> </li> <li>• Search Committee for new H-Building (Lee Campus) Lab Tech</li> <li>• In need of one science faculty to join ARC Committee (must be full-time faculty member) – Mary Shaw want to serve on the committee and has contacted Caroline Seefchak.</li> </ul>
<p><b>10.</b></p>	<p><b><i>Additional Business? Announcements? Concerns?</i></b></p>	<p>Question arose about the Weekend Retreat for First Year Faculty. Apparently it had been cancelled due to the hurricane. Those faculty can send a message to Myra Walters to see if rescheduled.</p>

<b>11.</b>	<b><i>Adjournment &amp; Next Meeting Date</i></b>	George Manacheril moved to adjourn; Jon McKenzie seconded. Meeting ended at 2:00.  Next Meeting is scheduled for <b>January 12, @ 1:00 – 3:00</b> again using both meeting platforms simultaneously: in-person in <b>H-117 (Lee)</b> and via <b>SCOPE</b> .
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