

SCIENCE DEPARTMENT MEETING MINUTES

WEDNESDAY, JANUARY 3, 2018

H-118 (2:00–3:30)

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		
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		
Witty, Mike	x		
Wolfson, Jed		x	
Xue, Di		x	

ADJUNCT FACULTY

Ann Mantell	x
Fred Posey	x
Jessica Slisher	x
Dee Dee Brumfield	x
Amanda Subic	x
Carol Kennedy	x
Cathy Kraeer	x

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<i>Discussions</i>		
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>
1.	<i>Adoption of August Minutes</i>	The meeting began with the adoption of the October 13, 2018 meeting minutes.
2.	<i>Mentoring Updates</i>	With the addition of new adjunct faculty hired for the Spring semester, faculty with fewer than 3 mentees may be asked to mentor the new adjuncts. Peggy Romeo will send out emails to selected faculty with a list of new adjuncts who will require mentors.
3.	<i>Course Supervisors</i>	With faculty input, the Fall 2017 list of Course Supervisors was updated and corrected.
4.	<i>FSW Science Department Shirts</i>	Peggy Romeo will once again check the availability of FSW Science Department monogrammed shirts and will report back on the progress during our next Department meeting.
5.	<i>Faculty Hiring Committees Needed</i>	<p>Several full-time faculty positions for Fall 2018 have been posted. Faculty will receive notice from Dr. McClinton that search committee members will be needed. Search committee selection will follow the guidelines outlined in our FSW State College Faculty Federation Contract.</p> <p>The guidelines are as follows:</p> <ol style="list-style-type: none"> 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. 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. 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. 4. Temporary full-time faculty, whether grant funded or not, shall not serve on a screening committee. 5. The Dean, in collaboration with the screening committee, will make the hiring recommendation to the Provost.
6.	<i>Break into Disciplines</i>	Faculty divided into groups according to discipline to discuss Course Assessment data, possible Syllabus Changes for specific courses, Common Labs for Biology & Chemistry, and Common Assessments for specific courses.
7.	<i>Next Meeting</i>	Next Meeting is scheduled for February 9, @ 1:00 – 3:00 using both meeting platforms simultaneously: in-person in H-117 (Lee) and via SCOPE .