

SCIENCE DEPARTMENT MEETING MINUTES

FRIDAY, JANUARY 9, 2018

H-117 (1:00–2:10)

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			
Sarah Dilling	x		
Amanda Subic	x		
Cathy Kraeer	x		
Helena Kashleva	x		
			x
GUESTS			
Martin McClinton (Dean)	x		
Roz Jester	x		
Stella Eagan	x		
Joe Van Gaalen	x		

<i>Discussions</i>		
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>
1.	<i>eLearning Update</i>	Dr. Roz Jester, Director of eLearning, presented proposed changes in the procedures for creating online master courses. A new scoring rubric, which will be used to determine faculty stipend will be used by both internal and external reviewers. The proposed changes have been submitted to Faculty Senate for review. Also, Dr. Jester outlined the duties of new Coordinator of eLearning positions. She is proposing at least one Coordinator position for each School, perhaps 2 depending upon the size of the School.
2.	<i>Office of Sponsored Programs & Research</i>	Stella Egan presented aids for obtaining internal (ARC) and external agents for research grants. She reminded faculty that July 6 is deadline for next ARC grant. Dr. Joe Van Gaalen described changes in the ARC grants. He also provided information for IRB, Research Portfolios, Research Lecture Series (April 11), and Other Research. More information can be found: https://www.fsw.edu/facultystaff/ospr
3.	<i>Adoption of January Minutes</i>	Peggy Romeo requested proposal for adoption of January meeting minutes. George Manacheril moved to adopt; seconded by Jon McKenzie.
4.	<i>Portfolio/Form 1 Evaluation Reminder</i>	Peggy Romeo informed faculty of the following deadlines for portfolios and/or evaluation forms. <ul style="list-style-type: none"> • Fulltime on continuing contract Comprehensive Review (Portfolio) are due February 12 • Fulltime annual & continuing contract not up for Comprehensive Review (Form 1) due February 12 • Adjunct faculty who are new, teach dual-enrollment and/or are on the 3rd year of the evaluation cycle are due February 23 Mary Shaw reminded faculty that Dr. McClinton extended the deadline for those faculty who only need to turn in Form 1 to February 23 . The other deadlines for the other two categories remain as stated above.
5.	<i>Textbooks</i>	Peggy Romeo announced that textbooks are decided upon by faculty, but faculty need to let her, and Dr. McClinton, know soon of that decision. Faculty of all the different courses need to get together and decide upon a text and the use of the online code.
6.	<i>Next Meeting</i>	The meeting was adjourned @ 2:10 p.m. The next meeting, scheduled for April 13, @ 1:00 – 3:00 , is cancelled due to most of the science faculty are serving on faculty hiring committees (8 positions). Faculty will be using this Friday, and many others, to conduct interviews.