



SCIENCE DEPARTMENT MEETING MINUTES*

WEDNESDAY, AUGUST 15, 2018

H-118 (2:15–3:45) Thomas Edison (Lee) Campus

FACULTY	PRESENT	ABSENT	EXCUSED
Cameron, Angus	x		
Coman, Marius	x		
Donaldson, Kurt	x		
Fay, Erik	x		
Gaidos, Gabriel	x		
Hepner, Roy	x		
Hermann, Henry	x		
Hermann, Lisa	x		
Hilton, Kim	x		
Hooks, Ed	x		
Koepke, Jay	x		
Liu, Qin	x		
Manacheril, George	x		
McCombs, Glenn	x		
McGarity, Lisa	x		
McKenzie, Jonathan	x		
Mera, Leonel	x		
Ottman, Tina	x		
Page, Rebecca	x		
Pasishnyk, Serhiy	x		
Paudel, Yadab	x		
Porter, Emily	x		
Romeo, Peggy	x		
Samaliazad, Esmaeel	x		
Sauer, Mike	x		
Shaw, Mary	x		
Slisher, Jessica	x		
Trevino, Marcela	x		
Ulrich, Melanie			x
Vala, Teju	x		
Verga, Vera	x		
Witty, Mike	x		
Wolfson, Jed			x
Xue, Di	x		
ADJUNCT FACULTY			
Carol Kennedy	x		
Judy Robinson	x		

Discussions		
No.	Topic	Highlights
1.	Introduction of New Faculty	<p>A warm welcome was given to new first year full-time faculty. Our new faculty include:</p> <ul style="list-style-type: none"> • Gus Cameron – Biology (Hendry-Glades) • Glen McCombs – A&P (Charlotte) • Leonel Mera – A&P (Lee) • Serhiy Pasishnyk – Chemistry (Lee) • Esmaeel Samaliazad – A&P, Nutrition (Hendry-Glades) • Lisa Hermann – Biology (Lee) • Jessica Slisher – Biology (Charlotte)
2.	Conformation of Course Supervisors	<p>Faculty reviewed Course Supervisor list from Spring 2018 and adjustments were made for Fall 2018. The following changes were made:</p> <ul style="list-style-type: none"> • The previous Course Supervisor for BSC1084C requested, Teju Vala, to be removed as supervisor. Peggy Romeo will ask adjunct Derrick Donnell, since he is the only faculty currently teaching the course. • Lisa Hermann will take over BSC1005/L for Jessica Slisher. • Qin Liu will replace Lisa McGarity for CHM2210/L. • Serhiy Pasishnyk will replace Qin Liu for 2023/L.
3.	BSC1084C Online Course Development	<p>A master online course needs a full development. A request was made for a volunteer; Mary Shaw was originally contracted to develop the course but is leaving the college at the end of the semester.</p> <p>Teju Vala asked if the course was necessary to keep offering and Dr. McClinton explained that it was a good course for Gen Ed.</p>
4.	eLearning Coordinator Position	<p>Peggy Romeo passed out a list of duties for a new eLearning Coordinator Position to begin in Spring. Discussion included concerns over the long list of duties, having to take a course in Quality Matters, having to review other online courses once certified in QM and having to be available over summer. Questions arose concerning exactly how much reassigned time and/or stipend could be expected. Faculty were left to think about whether they wanted to volunteer. If more than one volunteer comes forward, faculty agreed that a simple vote would be sufficient to decide who will step into the role.</p>
5.	Proctorio & Online Testing	<p>Peggy Romeo reminded all faculty who teach online that all proctored exams and/quizzes must utilize <i>Proctorio</i> web services.</p>
6.	Faculty Evaluation/Forms and Due Dates	<p>Peggy Romeo informed faculty that science has no faculty up for initial granting of continuing contract, so no subcommittees will need to be formed this Fall. Science faculty fall into the following categories:</p> <ul style="list-style-type: none"> • Fulltime on continuing contract Comprehensive Review (Portfolio) are due 2nd Friday of February. • Fulltime annual & continuing contract not up for Comprehensive Review (Form 1) due 2nd Friday of February and Form 3 due end of March.

		<ul style="list-style-type: none"> • New faculty will submit addition Form 3 with next couple weeks following visit with Dr. McClinton. • Adjunct faculty who are new, teach dual-enrollment and/or are on the 3rd year of the evaluation cycle are due February 23. <p>Dr. McClinton indicated that his expectations for new faculty are to organize their teaching, not to worry about committee work, etc.</p> <p>Dr. Romeo reminded faculty that all forms and portfolios must be digital, and the updated handbook and all current forms have been uploaded to the Document Manager. Also, a faculty status spreadsheet and more examples will be uploaded soon.</p>
<p>7.</p>	<p><i>Assignment of Mentors</i></p>	<p>Volunteers were requested to mentor new faculty, new adjuncts, and adjunct who are up for their 3-year evaluation. For new faculty, mentors must be on Continuing Contract and must attend Friday’s Mentoring Workshop unless they had already attended last year. The stipend is the same as last year.</p> <p>The following mentors were chosen for our new full-time faculty:</p> <ul style="list-style-type: none"> • Jed Wolfson will mentor Glen McCombs • Henry Hermann will mentor Leonel Mera • Marcela Trevino will mentor Lisa Hermann • Henry Hermann will mentor Esmaeel Smaliazad • Tina Ottman will mentor Gus Cameron • Peggy Romeo will mentor Jessica Slisher • Qin Liu will mentor Serhiy Pasishnyk <p>The following mentors were chosen for our new first-time adjuncts:</p> <ul style="list-style-type: none"> • Lisa Hermann will mentor Michael Anderson • Becky Page? will mentor Elizabeth McElaney • Becky Page will mentor Katherine Longmire • Vera Verga will mentor Gail D’Arco • Becky Page will mentor Matt Swearingen • Ed Hooks will mentor David Chase • Erik Fay will mentor Nicolas Triana • Tina Ottman will mentor Sandra Tirado • Marcela Trevino will mentor Rabecca Chifanzwa <p>The following mentors are carryovers for first-time adjuncts who began in the Spring 2018 semester:</p> <ul style="list-style-type: none"> • Ed Hooks is mentoring Chase, David • Jay Koepke is mentoring Handte, G • Jed Wolfson is mentoring Howell, S • Mike Witty is mentoring Infantado, N • Mike Sauer is mentoring Kluesner, David • Gabe Gaidos is mentoring Zalessov, Valentin <p>The following mentors are assigned for three-year adjuncts up for comprehensive review:</p>

		<ul style="list-style-type: none"> • Gabe Gaidos will mentor Ruth Davies • Jessica Slisher will mentor Ann Mantell • Melanie Ulrich will mentor Ernesto Lasso De La Vega • Lisa Hermann will mentor Sam Shindore <p>Peggy Romeo discussed potential changes in the 3-year adjunct evaluation and will contact mentors once she finds out more information. She also asked if full-time temps need mentors, and Kurt Donaldson indicated that Dr. McClinton told him he would not need a mentor. Dr. Romeo will also email updated list to everybody.</p>												
8.	<i>One Book/One College</i>	<p>The new One Book - One College Committee Chair, Don Ransford, emailed Peggy Romeo to request one volunteer to serve on the committee. The committee will select a book that will be used throughout the various courses. The idea is to integrate the theme into the courses and to provide an opportunity for transdisciplinary thinking and discussion across the entire College based on a reading selection chosen by a group of faculty and students.</p>												
9.	<i>Reorganization of Department Meetings</i>	<p>Drs. Romeo and McClinton met over the summer to discuss reorganization of the Science Department meetings. Dr. Romeo discussed the scheme: only the first meeting of each semester will require faculty of all disciplines to attend. For the remaining scheduled meetings, disciplines will meet separately to discuss discipline-specific issues. Fall 2018 will be a pilot semester for the new Science Department meeting model.</p> <p>The following groups were assigned:</p> <ul style="list-style-type: none"> • A&P/HSC • Chemistry • Environmental/Ocean/Earth Science/Geology • Physics/Astronomy <p>The discipline groups meeting days and topics include:</p> <table border="1" data-bbox="570 1404 1419 1938"> <thead> <tr> <th>Meeting Date</th> <th>Meeting Topics</th> </tr> </thead> <tbody> <tr> <td>8/15 ✓</td> <td> <ul style="list-style-type: none"> • Pick group to join • Determine Discipline Coordinator • Arrange meeting time and mode </td> </tr> <tr> <td>9/14</td> <td> <ul style="list-style-type: none"> • Discuss Course Assessment results • Determine if any curriculum actions are need (Curriculum docs to be prepped and submitted by the October 15 deadline) </td> </tr> <tr> <td>10/12</td> <td> <ul style="list-style-type: none"> • Review Textbooks – what changes to be made? online system required for all sections (including adjuncts)? </td> </tr> <tr> <td>11/9</td> <td> <ul style="list-style-type: none"> • Lab alignment for courses </td> </tr> <tr> <td>12/14</td> <td> <ul style="list-style-type: none"> • <i>College Closed!</i> </td> </tr> </tbody> </table> <ul style="list-style-type: none"> • Biology/Micro/Nutrition 	Meeting Date	Meeting Topics	8/15 ✓	<ul style="list-style-type: none"> • Pick group to join • Determine Discipline Coordinator • Arrange meeting time and mode 	9/14	<ul style="list-style-type: none"> • Discuss Course Assessment results • Determine if any curriculum actions are need (Curriculum docs to be prepped and submitted by the October 15 deadline) 	10/12	<ul style="list-style-type: none"> • Review Textbooks – what changes to be made? online system required for all sections (including adjuncts)? 	11/9	<ul style="list-style-type: none"> • Lab alignment for courses 	12/14	<ul style="list-style-type: none"> • <i>College Closed!</i>
Meeting Date	Meeting Topics													
8/15 ✓	<ul style="list-style-type: none"> • Pick group to join • Determine Discipline Coordinator • Arrange meeting time and mode 													
9/14	<ul style="list-style-type: none"> • Discuss Course Assessment results • Determine if any curriculum actions are need (Curriculum docs to be prepped and submitted by the October 15 deadline) 													
10/12	<ul style="list-style-type: none"> • Review Textbooks – what changes to be made? online system required for all sections (including adjuncts)? 													
11/9	<ul style="list-style-type: none"> • Lab alignment for courses 													
12/14	<ul style="list-style-type: none"> • <i>College Closed!</i> 													

		<p>Each group will assign a Discipline Coordinator who will take minutes. The Discipline Coordinator will send the minutes to Peggy Romeo who will combine them into one document to be posted on the College’s Document Manager.</p> <p>Near the end of the meeting, a breakout session for the individual groups was used to discuss the first meeting topic in the above table.</p>
<p>10.</p>	<p><i>Discipline (Group) Meeting Minutes</i></p>	<p>Physics/Astronomy (Minutes prepared by <i>Marius Coman</i>)</p> <ul style="list-style-type: none"> • Marius Coman was chosen to be the Discipline Coordinator • Yadab Paudel will make the PHY2048 final common exam • We will discuss it and send it to the Assessment Office; • Marius will send the LO to questions mapping -for the PHY2049 final- to the peers and then to the assessment office. <p>Biology/Micro/Nutrition (Minutes prepared by <i>Marcela Trevino</i>)</p> <ul style="list-style-type: none"> • Peggy went around to inform all discipline groups about the need to create groups on SCOPE for discipline monthly meetings, and to invite new faculty to SCOPE. • Tina volunteered to create the appropriate SCOPE sections with administrative rights as needed. • Tina proposed to rotate the role of discipline coordinator and everybody agreed. • The volunteers for this semester are as follows: <ol style="list-style-type: none"> 1. Marcela for August 15 2. Tina for September 14 3. Vera for October 12 4. Gus for November 9 • Marcela reminded Gabe about the need for nutrition instructors to meet in order to revise the LOs for HUN1201, ahead of the creation of a Common Final Exam. • Vera pointed out that the BSC1005L labs in Jessica’s new lab manual are too long for a class that is only 1 hour and 40 minutes long. Jessica and Carol indicated they may be adjusted by instructors as needed. <p>Environ/Ocean/Earth Science/Geology (Minutes prepared by <i>Jon McKenzie</i>)</p> <ul style="list-style-type: none"> • Agreed to meet in person for individual department meetings • Moving forward with plan to combine OCE and OCB and add a lab • Discussed creation and implementation of common final for OCE, OCB ,EVR, and ESC <p>A&P/HSC (Minutes prepared by <i>Jay Koepke</i>)</p> <ul style="list-style-type: none"> • Introduction of new A&P faculty. • Discussed discipline coordinator position and elected Jay Koepke. • Determined first meeting on September 14th we will discuss Common Finals for both BSC1085C and BSC1086C • Roy Hepner discussed the history of the Common Finals for new faculty to better understand the purpose of the exams. • Agreed to look over each question prior to Sept 14th meeting in order to determine whether changes are appropriate. • Roy Hepner agreed to email out latest statistics on Common Finals.

		<ul style="list-style-type: none"> • Jay Koepke agreed to email all A&P faculty (full time and adjunct) the common finals and invitation to Sept meeting. • Jay Koepke agreed to set up meetings using Big Blue Button. <p>Chemistry – no minutes were submitted</p>
11.	<i>Next Meeting</i>	The next meeting, scheduled for September 14, @ 1:00 – 3:00 , will be limited to the discipline-specific groups. All groups, with the exception of the Environmental/Ocean/Earth Science/Geology group, agreed to conduct their meeting using the Blue Button of SCOPE in order for other members to join and also so the meeting will be recorded.

**Minutes taken by Dr. Marcela Trevino and recorded by Dr. Peggy Romeo*