

SCIENCE DEPARTMENT MEETING MINUTES*

FRIDAY, NOVEMBER 9, 2018

Location: Online (SCOPE) Discipline Groups

A&P/HSC Discipline Group

FACULTY	PRESENT	ABSENT	EXCUSED
Fay, Erik	x		
Hepner, Roy	x		
Hermann, Henry			x
Hooks, Ed	x		
Koepke, Jay			x
McCombs, Glenn	x		
Mera, Leonel			
Samaliazad, Esmaeel		x	
Shaw, Mary		x	
Vala, Teju	x		
Wolfson, Jed	x		

ADJUNCT FACULTY

BIO/MICRO/NUTRITION Discipline Group

FACULTY	PRESENT	ABSENT	EXCUSED
Cameron, Angus	x		
Gaidos, Gabriel			x
Hermann, Lisa	x		
Ottman, Tina	x		
Romeo, Peggy	x		
Slisher, Jessica			x
Trevino, Marcela	x		
Ulrich, Melanie	x		
Verga, Vera			x
Witty, Mike	x		

ADJUNCT FACULTY

Amanda Zirzow	x		
Nina Infantado	x		
Judy Robinson	x		
Sandra Tirado	x		

CHEMISTRY Discipline Group

FACULTY (<i>Chemistry</i>)	PRESENT	ABSENT	EXCUSED
Kurt Donaldson			
Hilton, Kim			
Liu, Qin			
McGarity, Lisa			
Page, Rebecca			
Pasishnyk, Serhiy			
Xue, Di			

ENVIRONMENTAL/OCEAN/EARTH SCI/GEO Discipline Group

FACULTY	PRESENT	ABSENT	EXCUSED
Cameron, Angus	x		
McKenzie, Jonathan	x		
Porter, Emily	x		
Sauer, Mike	x		

PHYSICS/ASTRONOMY Discipline Group

FACULTY (<i>Phys/Astronomy</i>)	PRESENT	ABSENT	EXCUSED
Coman, Marius	x		
Manacheril, George	x		
Paudel, Yadab	x		

Discussions		
No.	Topic	Highlights
1.	Break-outs into Discipline Meetings	<p>For the November 9th meeting, disciplines within our department met separately to discuss textbooks. Each discipline group met via group conference in SCOPE. Minutes for each group were submitted to Peggy Romeo for compilation into a single document to be uploaded onto the Document Manager.</p> <p>The minutes for each of the five discipline-group minutes are itemized in the following table.</p>
2.	Next Meeting	<p>The next meeting, scheduled for January 11, @ 1:00 – 3:00, will again be limited to the discipline-specific groups. All groups will conduct their meeting using the Blue Button of SCOPE.</p>

Discipline Group Discussions		
No.	Group	Highlights
1.	Physics/Astronomy Meeting was facilitated and minutes were prepared by <i>Marius Coman</i>	<p>In an attempt to move away from requiring a lab Manual for PHY2053L/PHY2048L the faculty decided/discussed:</p> <ul style="list-style-type: none"> • By Nov 17th, the labs used currently by Yadab and George will be uploaded into Canvas; <ul style="list-style-type: none"> ○ a folder has been created: Lab_Reports_PHY2053L_PHY2048L • All physics professors teaching PHY2053L/PHY2048L will be sent the links; <ul style="list-style-type: none"> ○ Once distributed to the adjuncts too, we encourage/expect comments/input ○ A professional development day may be scheduled to discuss the labs if big concerns/discussions may arise. <p>Once we are done with PHY2053L/PHY2048L we will approach PHY2054L/PHY2049L.</p>

Discipline Group Discussions

No.	Group	Highlights
2.	Biology/Micro/ Nutrition Meeting was facilitated and minutes were prepared by <i>Gus Cameron</i>	<p>Do Labs align with topics as they are presented in Lectures?</p> <p>Each professor’s lab sessions align with their own lectures, however it is recognized that we often have students who take their lecture and lab classes at different campuses, and so may have lectures and labs out of sequence. The group consensus is that the labs we teach, for the most part, align with topics covered in class, but the lab manual instructions need to be streamlined and made easier for students to follow.</p> <p>Nina emails instructors each week to ensure lab preparations go smoothly at each campus.</p> <p>Lisa would like to update the BSC 1005L, and honors 1010 Labs, and for them to include more use of live specimens to make the labs more engaging. Gus and Melanie raised concerns about this, as some of our students have expressed concerns about using live specimens in the lab as being cruel. Currently the live specimens used in labs are pond microorganisms and elodea. It may be difficult to keep other live specimens in labs. The consensus of the group is that is important to maintain the flexibility of our lab manuals as each campus has slightly different equipment, and the labs generally work well for most professors with some minor tweaks.</p> <p>Tina has already modified the lab manual for BSC1010L. Everyone teaching BSC1010L has agreed to look over this version of the lab manual (on our group Canvas page) to see if any further changes would actually be required.</p> <p>At the January department meeting (Lee Campus), Lisa, Nina and Gus will meet to further discuss if Labs for BSC 1005 could be improved, or if new labs might tie in with course content better.</p> <p>Tina, Mike, Peggy, and Jessica will meet to discuss the BSC1011 labs.</p> <p>Only microbiology is using a published lab manual (Amanda). There is currently not any need to develop new lab materials for this course. Vera and Melanie emailed prior to the meeting to also confirm that MCB 2010C labs are well aligned with what is taught, and their labs are working well.</p> <p>Are there any psychomotor skills that are important?</p> <p>Yes – Use of microscopes, specs, balances, volumetric pipettes.</p> <p>We should also be including aspects of lab safety, including disposal of waste. Amanda and Nina are preparing lab safety material that could be used for faculty and students.</p> <p>This is included as a learning outcome for BSC1010L, but we need to double check other lab syllabi.</p>

		<p>Are lab activities consistent between campuses?</p> <p>There are common lab manuals, that individual professors tweak to fit into their courses, and to suit their lab equipment. The first discussion we had really covered this point already. Nina stated that she would need to know about any major changes to labs as soon as possible, as lab managers would need to be aware of any equipment requirements. Lisa would like to consider having common lab books published as physical copies, as many students don't remember to print lab packets before class. Gus, Tina, (and a few others – sorry I didn't quite get all the names!), noted that the current format of common digital lab book allows professors to easily make any small changes they require. The current format also has the advantage of not requiring students to pay for a lab manual.</p> <p>Extra discussion point – Faculty lab training:</p> <p>Marcela emailed last month to ask if the group could discuss lab training for faculty. Everyone was onboard with this idea. Nina and Amanda are currently working on a lab safety Canvas shell, and will add some equipment training to this (including waste disposal practices for faculty and adjuncts). Spectrophotometers are something that caused some faculty issues, as most labs have several different models. Nina will provide updated instructions for operating the newer spectrophotometers. Someone (again, sorry I didn't get the name in time – maybe Sandra) had the idea of having a faculty lab training that also counted towards our professional development. All present thought this was an excellent suggestion. Gus will get in touch with Peggy and Martin to find out if this is something that is possible.</p>
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<i>Discipline Group Discussions</i>		
<i>No.</i>	<i>Group</i>	<i>Highlights</i>
3.	Environ/Ocean/ Earth Science/ Geology Meeting was facilitated, and minutes were prepared by <i>Jon McKenzie</i>	<p>Labs:</p> <p>Discussed the need to ensure labs on all campuses in same course are covering the same information.</p> <p>Jon volunteered to collect labs from all professors in EVR 1001C to create a common lab manual to ensure this is happening.</p> <p>Merging OCB/OCE:</p> <p>Mike updated us of his efforts to merge OCB/OCE. He will be presenting this at curriculum committee in December.</p>

Discipline Group Discussions		
No.	Group	Highlights
4.	Chemistry	No minutes were submitted.

Discipline Group Discussions		
No.	Group	Highlights
5.	A&P/HSC Meeting was facilitated, and minutes were prepared by <i>Jay Koepke & Jed Wolfson</i>	<p>We addressed the following tasks assigned by Dr. McClinton.</p> <p>Lab Alignment:</p> <ul style="list-style-type: none"> ○ Discussions about one lab book for all, each instructor having their own, no required lab manual and the possibility of creating a lab manual specific to FSW. ○ Faculty (Erik Fay and Teju Vala) volunteered to see what it would take to have a lab manual that was custom made for FSW. ○ Leonel Mera described the lab schedule used by Broward College <ul style="list-style-type: none"> ▪ They have separate lecture (3 credits) and lab (1 credit). ▪ Everyone teaches the same lab: every week lab managers and assistants will set up the lab according to the schedule (sample provided). If an instructor requires additional material, he/she notifies the lab manager and requests it. The best part about that is instructors just need to show up and teach their lab without having to spend time setting up and putting away the material. And of course, this forces lecture instructor to follow the same program so everyone goes along with the lab. ▪ Practical exams: the lab manager sets up the midterm and final practical exams (sample provided) along with answer sheets (sample provided). Instructors need to make their own questions, which makes a lot of sense because everyone teaches different. The exams are timed walk arounds: 25 stations, 50 questions plus 6 bonuses. I usually give students 1.5 minutes per station. Spelling counts. I've been doing these exams here at FSW and had very good results. ○ No concrete decision was made.

**Minutes edited, correlated, and recorded by Dr. Peggy Romeo*