

**SCIENCE DEPARTMENT MEETING MINUTES\***

*FRIDAY, JANUARY 11, 2019*

*Location: Online (SCOPE) Discipline Groups*

***A&P/HSC Discipline Group***

FACULTY	PRESENT	ABSENT	EXCUSED
Fay, Erik	X		
Hepner, Roy	X		
Hermann, Henry			
Hooks, Ed	X		
Koepke, Jay			
McCombs, Glenn	X		
Mera, Leonel			
Samaliazad, Esmaeel	X		
<b>Gordon Handte</b>	X		
Vala, Teju	X		
Wolfson, Jed	X		

ADJUNCT FACULTY

***BIO/MICRO/NUTRITION Discipline Group***

FACULTY	PRESENT	ABSENT	EXCUSED
Cameron, Angus	X		
Donini, Jordan	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

Ann Mantell	X		
Nina Infantado	X		
Judy Robinson	X		

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***CHEMISTRY Discipline Group***

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

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***ENVIRONMENTAL/OCEAN/EARTH SCI/GEO Discipline Group***

FACULTY	PRESENT	ABSENT	EXCUSED
Cameron, Angus	x		
McKenzie, Jonathan	x		
Porter, Emily	x		
Sauer, Mike	x		
Jordan Donini	x		
ADJUNCT FACULTY			
Sarah Dilling	x		

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***PHYSICS/ASTRONOMY Discipline Group***

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

<b>Discussions</b>		
<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
1.	<b>Break-outs into Discipline Meetings</b>	<p>For the <b>January 11<sup>th</sup></b> 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.	<b>Next Meeting</b>	The next meeting, scheduled for <b>February 8<sup>th</sup>, @ 1:00 – 3:00</b> , will again be limited to the discipline-specific groups. All groups will conduct their meeting using the Blue Button of SCOPE.

<b>Discipline Group Discussions</b>		
<b>No.</b>	<b>Group</b>	<b>Highlights</b>
1.	<b>Physics/Astronomy</b> Meeting was facilitated and minutes were prepared by <i>Marius Coman</i>	<ol style="list-style-type: none"> <li>1. <b>Course supervisors list:</b> <ul style="list-style-type: none"> <li>○ No changes in the course supervisor list;</li> </ul> </li> <li>2. Reminded Faculty that <b>Evaluation Forms</b> are due Feb 2nd, end of March;</li> <li>3. <b>Textbook ISBN's</b> previously sent to Andy were correct;           <ul style="list-style-type: none"> <li>○ Luminita will upload some of her PHY2054L/PHY2049L labs used for Hodges.</li> <li>○ Out of all the uploaded labs we will make one generic version; Specific equipment will be left out; For example the lab may only state a time measurement will be performed without listing required equipment which may be a PASCO timer, Vernier photogates, or a simple stop watch from a student's smartphone.</li> <li>○ Each professor will have the freedom to use its own equipment.</li> <li>○ These lab manuals will only be used in face to face courses.</li> </ul> </li> </ol>

## Discipline Group Discussions

No.	Group	Highlights
2.	<b>Biology/Micro/ Nutrition</b> Meeting was facilitated and minutes were prepared by <i>Peggy Romeo</i>	<p><b>Course Supervisor Updates</b></p> <p>There are two changes in Course Supervisor from the Fall 2018 semester. Lisa Hermann will take full charge of being Course Supervisor for BSC1005; last semester Lisa co-supervised the course with Jessica Slisher. The other change is Nina Infantado will take over as Course Supervisor for BSC1010L.</p> <p><b>Faculty Evaluation Reminders</b></p> <p>All full-time faculty who are not up for a comprehensive portfolio are to submit Form 1 by the 2<sup>nd</sup> Friday of February and Form 2 by the end of March.</p> <p>Those who are due for the Comprehensive Portfolio must submit this by the 2<sup>nd</sup> Friday of February.</p> <p>Since Jordan Donini is a new Spring hire, he will meet with Dr. McClinton to outline his goals for next year.</p> <p><b>Mentoring Updates</b></p> <p>Those mentors who are mentoring adjuncts up for a three-year need to remind the adjuncts their portfolio is due in February.</p> <p>Vera Verga will mentor our new Spring first-year faculty, Jordan Donini.</p> <p>Nina asked about forms to submit as an adjunct; all adjuncts who are first-year adjuncts, or doing their 3-year evaluation will submit their portfolio on a special Canvas Adjunct Portfolio course. Those other adjuncts do not fill out any forms.</p> <p>Dual Enrollment faculty are required to do a portfolio each year.</p> <p><b>Textbooks</b></p> <p>No textbook changes for courses for next Fall 2019.</p> <p>Peggy Romeo will begin substituting an Open Stax (OER) textbook for both BSC1005 and BSC1011 Pilot Master Course for Online. She will share a link to the textbook with faculty once the meeting is over.</p> <p>Several other faculty expressed interest in reviewing and potentially adopting; possibly for Spring 2020. Gabe and Vera are thinking about changing to OER for their online courses. Marcela volunteered to help Vera review the text for BSC1010 and to help Peggy for BSC1005.</p> <p>Melanie and Vera will work on reviewing a text for Micro.</p> <p>Vera noted that online labs are harder to change to OER, but labs usually do not require a textbook. Labs will still require an online code, such as Late Nite Labs.</p>

		<p><b>Future Meetings</b> Faculty questioned whether we could move our meetings to earlier in the morning, but some faculty have class on Friday mornings.</p> <p>Marcela reminded faculty that we did not assign facilitators for Spring meetings. Faculty volunteered to facilitate the following meetings:</p> <p><b>February 8</b> – Melanie Ulrich will facilitate  <b>March 15</b> – Marcela Trevino will facilitate and Tina Ottman volunteered to record minutes  <b>April 12</b> – Lisa Hermann will facilitate</p> <p>We have Spring Faculty Search committees forming, so of these three are on those committees, changes in the facilitating may have to be made if the search committee needs to meet any of these Fridays.</p>
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<b>Discipline Group Discussions</b>		
<b>No.</b>	<b>Group</b>	<b>Highlights</b>
3.	<p><b>Environ/Ocean/Earth Science/Geology</b> Meeting was facilitated, and minutes were prepared by <i>Jon McKenzie</i></p>	<ul style="list-style-type: none"> <li>• <b>Course Supervisors:</b> Went over current list of course supervisors, no changes made</li> <li>• <b>Mentors:</b> New ESC professor in Collier needed mentor, Mike Sauer offered to help.</li> <li>• <b>Open Education Resources:</b> Discussed potentially options for open education, however none available at our level of coursework</li> <li>• <b>Textbook Adoptions:</b> No new adoptions needed</li> <li>• <b>Common Assessment:</b> Need for common assessments in all classes discussed. Everyone agreed to have sample assignment available prior to February meeting.</li> </ul> <p><b>EVR Lab Manual</b> Jon McKenzie offered to compile lab manual for Environmental Science to send to all professors.</p>

***Discipline Group Discussions***

<b>No.</b>	<b>Group</b>	<b>Highlights</b>
4.	<b>Chemistry</b>	No minutes were submitted.

***Discipline Group Discussions***

<b>No.</b>	<b>Group</b>	<b>Highlights</b>
5.	<b>A&amp;P/HSC</b> Meeting was facilitated, and minutes were prepared by <i>Jay Koepke</i>	<p><b>We addressed the following tasks</b></p> <p><b>Task #1:</b> Review and make necessary changes to course supervisors.</p> <p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>• Erik Fay volunteered to take over course supervisor role for BSC1085C.</li> <li>• Jay Koepke will continue as course supervisor for BSC1086C.</li> </ul> <p><b>Task #2:</b> Faculty Portfolio evaluation form dates</p> <p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>• Faculty aware of important dates.</li> </ul> <p><b>Task #3:</b> Mentorships</p> <p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>• List of mentor/mentees is posted to the A&amp;P group.</li> <li>• New full time faculty: Jay Koepke will be mentor for Gordon Handte.</li> <li>• New A&amp;P adjunct: Jay Koepke will be mentor for Carmen Ojeda.</li> </ul> <p><b>Task #4:</b> Textbook adoptions</p> <p><b>OUTCOMES:</b></p> <ul style="list-style-type: none"> <li>• Faculty decided to plan a face-to-face meeting to discuss textbooks and OER. Date and location TBD.</li> </ul>

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