

**SCIENCE DEPARTMENT MEETING MINUTES\***

*FRIDAY, APRIL 12, 2019*

*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	X		
Samaliazad, Esmaeel	X		
Handte, Gordon	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

Sandra Tirado	X		
Ann Mantell	X		
Nina Infantado	X		

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***CHEMISTRY Discipline Group***

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

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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

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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		

<i><b>Discussions</b></i>		
<i><b>No.</b></i>	<i><b>Topic</b></i>	<i><b>Highlights</b></i>
<b>1.</b>	<i><b>Break-outs into Discipline Meetings</b></i>	<p>For the <b>April 12<sup>th</sup></b> meeting, disciplines within our department met separately to discuss textbooks. Except for Biol/Nutrition/Micro, which met in H-126 (Lee Campus), 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>
<b>2.</b>	<i><b>Next Meeting</b></i>	April is the last scheduled Department for the semester. The next meeting will be during Professional Days Fall 2019.

***Discipline Group Discussions***

<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>Discussion of goals from Fall 2018 &amp; Spring 2019:</b> Goals have been met; revisions for <b>ISC1001</b> will be implemented in Fall of 2020</li> <li>2. <b>Assessment results/revisions/changes for Fall 2018 &amp; Spring 2019 have been submitted to the assessment coordinator:</b>   <b>ISC1001</b> - correcting the correct answer for Question 4 as per Luminita's suggestion:            "In the assessment report Question 4 exhibits poor scores (zero) because the answer key has the wrong answer. The correct answer for Q4 is 'C'."   <b>ISC1001</b>- George will design a LOG to emphasizing Outcome 10 addressed by Question 20: Explain the concept of waves and currents and show their connection to weather and atmospheric phenomena.   <b>AST2002</b> - final common exam has been developed by Luminita; Final common exam will be administered for the first time in the Fall of 2019.   <b>Phy1020</b> - A final common exam was put together by Marius &amp; George; out of the 45 questions proposed 30 will be chosen and the final exam will be submitted to sll others teaching PHY1020 for discussion/approval.</li> <li>3. <b>Spring 2019, Fall 2019, and Summer 2019 class schedule spreadsheets were reviewed; no improvements to the schedule are necessary.</b></li> </ol>

***Discipline Group Discussions***

<b>No.</b>	<b>Group</b>	<b>Highlights</b>
2.	<p><b>Biology/Micro/ Nutrition</b></p> <p>Meeting was facilitated by <i>Lisa Hermann</i>, and minutes were prepared by <i>Marcela Trevino</i></p>	<p>Meeting started at 1:00 PM.</p> <p>Lisa introduced reps Danielle and Bryan from Morton Publishing, whom she invited to discuss the option of creating new, professional and affordable lab manuals for BSC1005 and BSC1010. At the same time, having a printed lab manual would eliminate issues of students not bringing their lab printouts to class because they forgot to print them. Morton’s lab manual products include hybrid options, so that even if we use some of our own in-house lab activities, they may be improved to make them more impactful for our students’ education process.</p> <p>Danielle asked what our needs were, and answers were as follows:</p> <ul style="list-style-type: none"> <li>- Nina prefers Canvas submissions; she also has budget concerns, especially if different campuses use different lab activities.</li> <li>- Vera indicated that 1010 labs are doing great in Collier, and Sandra agreed. Vera recommended we look at their edited version, which Tina uploaded to SCOPE.</li> <li>- Ann thinks labs at Lee have improved from what we had a couple of years ago, since Nina has tweaked them.</li> <li>- Lisa and Marcela expressed the quality of the labs needs improvement, which in some cases could entail simplifying them.</li> </ul> <p>Additional information presented by Danielle:</p> <ul style="list-style-type: none"> <li>- The process of manuscript preparation is streamlined.</li> <li>- Morton provides instructors resources, and Canvas integration is possible.</li> <li>- Manuscript submission deadlines are: 5/1 for Fall, 10/1 for Spring, 3/1 for Summer (this might be a good option for a trial run).</li> <li>- Lab manual cost is around \$30-\$40, and pricing depends on: enrollment, typesetting, images, royalty (\$1-\$5, for Department to allocate as libitum), page count. The price goes down if we print for 2-year use. 100% refunds are given for returns of unused books.</li> <li>- Minimum number for custom hybrids is 300/year, and 100/year for ready materials.</li> </ul> <p>Once the reps left, we addressed the following items.</p> <ol style="list-style-type: none"> <li>1. End-of-year closure – We are up to date with our goals.</li> <li>2. Reminder for Course Supervisors to send common assessment materials to Marius Coman.</li> <li>3. Schedule of course offerings was analyzed for all campuses and all semesters. All seem adequate, except:             <ol style="list-style-type: none"> <li>a) Collier: All hours covered, all enrollment looks OK.</li> <li>b) LaBelle: BSC1005 has low enrollment (14-15)</li> <li>c) Charlotte: Several BSC are very low.</li> </ol> </li> </ol>

		<p>d) Lee: Micro has low enrollment for Summer A  e) HUN1201 sections with low enrollment in LaBelle, Charlotte and Lee.</p> <ol style="list-style-type: none"> <li>4. All agreed that students need BSC1010 for success in micro, A&amp;P, nutrition. As a possible way to alleviate this issue, we discussed that advisors could direct students to take BSC1005 and BSC1010 when appropriate, even if not required by their programs. Placement exams were also proposed, though Peggy indicated biology CLEP tests are very difficult, and the budget might not be available.</li> <li>5. We discussed potential copyright issues for the potential publication and for our current distribution of lab manuals, since the lab activities were not developed in-house. Melanie suggested searching for the sources so they may be added to our current in-house manuals.</li> <li>6. Marcela proposed that we develop workshops/lectures within the department, including online options, in order to have additional professional development opportunities. Vera indicated they have developed their own activities at Collier. Nina shared the Lab Safety course she is developing on Canvas for our lab instructors. She also shared how she uses Canvas to teach her lab courses.</li> <li>7. We talked about the work load and the usefulness of the New Faculty Seminar, and the consensus was that it is excessively demanding on new faculty, and needs revision.</li> <li>8. We discussed the late work and make-up work policies we have for our courses, as many students are consistently requesting that homework assignments are reopened at the end of the semester. Everyone present reported having strict policies in place.</li> <li>9. Gus indicated he is concerned about the cost of published lab manuals, as it could be an access issue for students in LaBelle.</li> <li>10. Lisa asked Danielle if it were possible to possibly get complimentary copies for Hendry/Glades for students with financial needs, and it appeared that this might be a consideration under the circumstances.</li> </ol> <p>The meeting was adjourned at 4:05 PM.</p>
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***Discipline Group Discussions***

<b>No.</b>	<b>Group</b>	<b>Highlights</b>
<b>3.</b>	<b>Environ/Ocean/ Earth Science/ Geology</b>  Meeting was facilitated, and minutes were prepared by <i>Jon McKenzie</i>	<b>Assessment/Goals 2018/19</b> <ul style="list-style-type: none"> <li>• Goals met for 2019. 2020 goals have been modified to revising EVR common assignment and creation of one for ESC.</li> <li>• EVR Learning Outcomes: EVR professors are meeting after the semester to discuss changes to Learning Outcomes.</li> <li>• ESC: Mike and Jon are looking at refreshing the course. Starting with learning outcomes and then deciding on textbook.</li> <li>• OCB: New course is being taught in the Fall. Mike asked everyone to advertise to the students.</li> <li>• Course Scheduling: Classes are being filled, morning and afternoon seem well represented. Evening classes could be added if demand/faculty available.</li> </ul>

***Discipline Group Discussions***

<b>No.</b>	<b>Group</b>	<b>Highlights</b>
<b>4.</b>	<b>Chemistry</b>	Chemistry faculty did not meet; therefore, 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>End of year clean-up (Goals and Assessments)</b></p> <ul style="list-style-type: none"> <li>• Discussed goals from fall 2018 and spring 2019.</li> <li>• Common finals will continue to be reviewed. It was agreed upon to use animations/online resources to improve performance on low scored questions.</li> <li>• A&amp;P Group on Canvas will act as repository for useful shared resources.</li> <li>• OER will continue to be reviewed.</li> </ul> <p><b>Class Schedules for students (Fall, Spring, Summer)</b></p> <ul style="list-style-type: none"> <li>• Discussed the A&amp;P schedule. Each campus will look over schedules and notify Martin of any conflicts or adjustments.</li> </ul>

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