

## SCIENCE DEPARTMENT MEETING MINUTES\*

*WEDNESDAY, AUGUST 19, 2020*

FACULTY	PRESENT	ABSENT	EXCUSED
Anzalone, Gerald	X		
Cameron, Angus	X		
Coman, Luminita	X		
Coman, Marius	X		
Commendatore, Eric	X		
Donini, Jordan	X		
Fay, Erik	X		
Gaidos, Gabriel			X
Handte, Gordon	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		
Mason, Gregg	X		
McKenzie, Jonathan	X		
Mera, Leonel	X		
Ottman, Tina	X		
Pasishnyk, Serhiy	X		
Paudel, Yadab	X		
Porter, Emily	X		
Romeo, Peggy	X		
Samaliazad, Esmaeel	X		
Sauer, Mike	X		
Slisher, Jessica	X		
Trevino, Marcela	X		
Ulrich, Melanie	X		
Vala, Teju	X		
Verga, Vera	X		
Witty, Mike	X		
Xue, Di	X		
Zalessov, Valentin	X		
<b>ADJUNCT FACULTY</b>			
Nimmi Prabhu	X		
Judy Robinson	X		
Nina Infantano	X		
Sandra Tirado	X		
<b>OTHER ATTENDEES</b>			
Don McGarey, Dean	X		

<i>Discussions</i>																																
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>																														
1.	<b><i>Welcome Back and Sign into Chat</i></b>	The meeting began at 2:30. Jessica Slisher was the first to enter the Zoom meeting and was made co-host so she could admit faculty in the waiting room and monitor the chat area. Faculty used the chat platform as a sign in area.																														
2.	<b><i>Selection of Continuing Contract Subcommittees</i></b>	We have two faculty, <b>Erik Fay</b> and <b>Emily Porter</b> , up for Continuing Contract. CCRC Subcommittees, consisting of three faculty who are already on Continuing Contract, were selected for each of these faculty. The committees consist of the following faculty: <b>Erik Fay</b> – Teju Vala, Jon McKenzie, & Jay Koepke <b>Emily Porter</b> – Marcela Trevino, Vera Verga, & Tina Ottman																														
3.	<b><i>Review, Correct, and Discuss Duties of Course Supervisors</i></b>	All courses were assigned a Course Supervisor. Please contact <a href="mailto:proméo@fsw.edu">proméo@fsw.edu</a> for an updated list. Each course has a Course Supervisor assigned. This faculty contacts all faculty who teach the course to gather faculty input for the following types of duties:  The following mentors were chosen for our new full-time faculty: <ul style="list-style-type: none"> <li>• Organize meetings for discussion &amp; creation of Common Finals/Assignments</li> <li>• Organize meetings for discussion &amp; selection of course textbook</li> <li>• Organize meetings for discussion &amp; creation of labs (if applicable)</li> <li>• Work with textbook representative to find updates, prices, and changes for selected textbooks</li> </ul> <p>Course Supervisors are not responsible for making course-wide decisions without input from all faculty teaching the course.</p>																														
4.	<b><i>Assignment of Mentors for Third Year &amp; Dual Enrollment Adjuncts</i></b>	Mentors were selected for Third Year & Dual Enrolled Adjuncts. We obtained the list from the TLC, but while assigning mentors, we questioned whether several faculty on the list had already submitted a portfolio last year. Peggy Romeo will check to see the list is correct. <table border="0" style="margin-left: 40px;"> <thead> <tr> <th><b>Adjunct</b></th> <th><b>Mentor</b></th> </tr> </thead> <tbody> <tr> <td>Shaun Clancy</td> <td>Kim Hilton</td> </tr> <tr> <td>Theresa Clarke</td> <td>Jay Koepke</td> </tr> <tr> <td><b>Gail Davis</b></td> <td>George Manachril</td> </tr> <tr> <td>Sarah Dilling</td> <td>Jon McKenzie</td> </tr> <tr> <td><b>Robert Dillon</b></td> <td>Emily Porter</td> </tr> <tr> <td>Derrick Donnell</td> <td>Erik Fay</td> </tr> <tr> <td>Ibrahim El Nemr</td> <td>Teju Vala</td> </tr> <tr> <td><b>Chad Evers</b></td> <td>Jessica Slisher</td> </tr> <tr> <td>Rossana Garcia-Fernandez</td> <td>Gabe Gaidos</td> </tr> <tr> <td>Nina Infantado</td> <td>Gus Cameron</td> </tr> <tr> <td>Mario Iorfida</td> <td>Eric Commendatore</td> </tr> <tr> <td><b>Ralph Laudan</b></td> <td>Jerry Anzalone</td> </tr> <tr> <td>Amy Lehigh</td> <td>Erik Fay</td> </tr> <tr> <td>Najm Masoud</td> <td>Leo Mera</td> </tr> </tbody> </table>	<b>Adjunct</b>	<b>Mentor</b>	Shaun Clancy	Kim Hilton	Theresa Clarke	Jay Koepke	<b>Gail Davis</b>	George Manachril	Sarah Dilling	Jon McKenzie	<b>Robert Dillon</b>	Emily Porter	Derrick Donnell	Erik Fay	Ibrahim El Nemr	Teju Vala	<b>Chad Evers</b>	Jessica Slisher	Rossana Garcia-Fernandez	Gabe Gaidos	Nina Infantado	Gus Cameron	Mario Iorfida	Eric Commendatore	<b>Ralph Laudan</b>	Jerry Anzalone	Amy Lehigh	Erik Fay	Najm Masoud	Leo Mera
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		<p><b>Thalia Nittis</b></p> <p>Roy Pocknee Nirmala Prabhu Oscar Rattenborg Judy Ripley Jarumas Weiland</p>	<p>Lisa Hermann Di Xue Marcela Trevino Teju Vala Lumi Coman Lisa Hermann</p>
5.	<b>Discussion of Proposed Changes in Nursing Requirements</b>	<p>Nursing met with Don McGarey &amp; Peggy Romeo twice last week to outline changes in their program. The proposed changes would require our Science Department to create a lower level Microbiology course and use this course as a prerequisite for A&amp;P I and Nutrition.</p> <p>Faculty discussed the implications the changes would have on our science curriculum. Peggy Romeo will request a meeting with the nursing folks and our interested micro/A&amp;P/biology faculty. In the meantime, Vera Verga and Melanie will lead interested faculty in research related to nursing requirements in other Florida colleges. Marcela Trevino questioned whether faculty in our department should explore the possibility of becoming a liaison with the State legislature. Faculty will also look into the transferability of the newly proposed micro course.</p>	
6.	<b>Common Finals and Assessment During Covid</b>	<p>A discussion of whether we should consider not administering our common finals at the end of this semester. Faculty are concerned that with the large migration to online, which would involve the complicated use of Proctorio for testing, would lead to our common finals becoming compromised. Faculty will begin discussing the possibilities for Fall 2020 assessment over the next few weeks; the topic will be added to our September discipline meetings for a final decision.</p> <p>Our decision will consider the following narrative from our Assistant VP of Institutional Research, Assessment, &amp; Effectiveness:</p> <p><i>That a semester of data is missed is not a problem, provided the other semester data is collected. (In Fall 2017 we did not collect data because of Hurricane Irma, but we did in Spring 2018, so all good. And we missed Spring 2020, but we did collect Fall 2019 already, so again, all good.) So, the question becomes, are we certain these teething problems will be rectified by Spring 2021? At which point, I suggest two pathways:</i></p> <ol style="list-style-type: none"> <li>1. <i>Skip Fall 2020, but Spring 2021 <b>must</b> happen, so these concerns must be attended to before that time.</i></li> <li>2. <i>Continue in Fall 2020 but collect only select faculty who have ample experience in the modality such that we do get data from all courses under assessment, but perhaps at a smaller sample rate than normal.</i></li> </ol>	
7.	<b>Reminder of Faculty Evaluation/Forms/Due Dates</b>	<p>All Annual and Continuing Contract Faculty must complete and submit Form #1 by the 2<sup>nd</sup> Friday of February and Form #3 by the end of March. Our two faculty up for initial granting of continuing contract must submit their portfolio by the last Friday of September.</p>	

		Continuing Contract Faculty, who are up for a five-year comprehensive evaluation, must submit their FEP ePortfolio by the 2 <sup>nd</sup> Friday in February.												
<b>8.</b>	<b><i>Choose Discipline Coordinators &amp; Review and Discuss Duties</i></b>	<p>Since our department is such a variety of disciplines, and a large portion of a general meeting may be spent on a single course in which other faculty are not involved, we decided to schedule Discipline-Group meetings instead of a single General Science Meeting. Each group elects a Discipline Coordinator who is in charge of the following types of duties:</p> <ul style="list-style-type: none"> <li>• Organize the meetings to be presented on Canvas Groups</li> <li>• Upload the PowerPoint Agenda sent by the Department Chair and lead the group through the discussion topics presented</li> <li>• Take notes, write minutes, and send minutes to Department Chair within a week of the meeting</li> </ul> <p>Discipline Coordinators are not responsible for making discipline-wide decisions without input from all faculty within that discipline group.</p> <p>The Discipline Coordinators chosen for the AY 2020/2021 are:</p> <table border="0"> <thead> <tr> <th><b>Discipline</b></th> <th><b>Coordinator</b></th> </tr> </thead> <tbody> <tr> <td>A&amp;P/HSC</td> <td>Leo Mera</td> </tr> <tr> <td>Physics/Astronomy</td> <td>Marius Coman</td> </tr> <tr> <td>Chemistry</td> <td>Eric Commendatore</td> </tr> <tr> <td>Environmental/Ocean</td> <td>Jon McKenzie</td> </tr> <tr> <td>Bio/Micro/Nutrition</td> <td>Marcela Trevino</td> </tr> </tbody> </table>	<b>Discipline</b>	<b>Coordinator</b>	A&P/HSC	Leo Mera	Physics/Astronomy	Marius Coman	Chemistry	Eric Commendatore	Environmental/Ocean	Jon McKenzie	Bio/Micro/Nutrition	Marcela Trevino
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<b>9.</b>	<b><i>Next Meeting</i></b>	The meeting adjourned 4:00. The next meeting, scheduled for <b>September 11, @ 1:00 – 3:00</b> , will be limited to the discipline-specific groups. All groups will conduct their meeting using either Zoom or Canvas Conference.												

*\*Minutes recorded & submitted by Dr. Peggy Romeo*