

SCIENCE DEPARTMENT MEETING MINUTES*

FRIDAY, JANUARY 8, 2021

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		
ADJUNCT FACULTY			
Nimmi Prabhu	X		
Ann Mantell	X		
Nina Infantano	X		
Helena Kashleva	X		
Jacqueline Curls	X		
Carol Kennedy	X		
Don McGarey, Dean	X		
Joe Van Gaalen	X		
Ralph Laudan	X		

Discussions		
No.	Topic	Highlights
1.	Logging in and Signing into Chat	The meeting began at 2:00 via Zoom and was facilitated by Peggy Romeo, the Science Department Chair. Faculty used the chat platform as a sign in area.
2.	Due Dates for Evaluation Forms and/or Portfolios	<p>ANNUAL FACULTY Those WHO ARE NOT UP for initial granting of continuing contract</p> <ol style="list-style-type: none"> 1. submit Form #1; due 2nd Friday of February 2. submit Form #3; due end of March <p>CONTINUING CONTRACT FACULTY Those WHO ARE NOT up for comprehensive evaluation must:</p> <ol style="list-style-type: none"> 1. submit Form #1; due 2nd Friday of February 2. submit Form #3; due end of March <p>Those WHO ARE up for COMPREHENSIVE EVALUATION must submit comprehensive FEP ePortfolio by due 2nd Friday in February</p> <ol style="list-style-type: none"> 1. submit Form #3; due end of March <p>ADJUNCT MINI-PORTFOLIO</p> <ol style="list-style-type: none"> 1. Due 2nd Friday of February
3.	Textbook Adoptions for Fall 2021	COURSE SUPERVISORS – check with Andy to make sure his information for textbooks matches yours. New adoptions should have already been decided last October. Andy needs this information no later than the last week of February!
4.	Assessment	<p>The following announcements were made by Marius Coman, our Science Department Assessment Coordinator:</p> <p>Reminder Syllapalooza:</p> <ul style="list-style-type: none"> • there are PD sessions for deans and chairs to review syllabi PD sessions are scheduled for the months of January, February, and March. • Now is the time for faculty to review their syllabi and discuss any possible changes with fellow faculty, chairs, and deans. • Please review the course learning outcomes as well as the CREATIVE acronym and consider any changes or refinements. <p>LAC is currently doing Gen Ed Assessment of Communicate and Evaluate:</p> <ul style="list-style-type: none"> • we are currently in the process of using faculty's artifacts (the submitted assignments) for our gen ed assessment process. • Any questions about how their artifacts are being used and/or about the general process of gen ed assessment.

		<p>Course level assessments are currently being analyzed:</p> <ul style="list-style-type: none"> • If your department wants a meeting-visit from a Team AASPIRE member to go over your department course level assessment reports, let AASPIRE know now so that they can prepare your reports in time. • Please be respectful of dates: if you want it for a departmental meeting, give them several weeks; Team AASPIRE will have to move your work to the front of the line to get it done by the time of that meeting.
5.	<i>Reminders and Comments from the Dean</i>	<p>DISCUSSION POINTS – Don McGarey discussed the following topics:</p> <ul style="list-style-type: none"> • Spring schedule, Summer and Fall teaching requests • SoPAS Faculty Advisory Committee: Revision of the Associate of Science Degree in Science and Technology and other projects • External cameras, technology issues, submitting tickets to IT ... • Face covering, social distancing, Covid ... • Hiring • Compliance training: FERPA, Title IX/ADA, IT Security, Fraud & Whistleblowing
6.	<i>Alternative Assessment Ideas</i>	<p>Joe Van Gaalen talked to us about creating SACS-approved assessments that can be used instead of the traditional common finals, therefore, potentially eliminating the need for viewing hours of Proctorio videos!</p> <p>Joe’s PowerPoint presentation will be distributed to all faculty, and the assessment ideas will be added as a discussion topic in our next month’s discipline meetings.</p>
7.	<i>Next Department Meeting</i>	<p>The meeting adjourned 3:40. The next meeting, scheduled for February 12, @ 1:00 – 3:00, will be held among the various disciplines via Zoom.</p>

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