

SCIENCE DEPARTMENT MEETING MINUTES*

WEDNESDAY, AUGUST 18, 2021

FACULTY	PRESENT	ABSENT	EXCUSED
Anzalone, Gerald	x		
Cameron, Angus	x		
Coman, Luminita	x		
Coman, Marius	x		
Commendatore, Eric	x		
Donini, Jordan	x		
Gaidos, Gabriel	x		
Handte, Gordon	x		
Hilton, Kim	x		
Hooks, Ed	x		
Koepke, Jay	x		
Liu, Qin		x	
Lydon, Christina	x		
Manacheril, George	x		
Mason, Gregg	x		
McKenzie, Jonathan	x		
Mera, Leonel	x		
Nittis, Thalia	x		
Ottman, Tina	x		
Pasishnyk, Serhiy	x		
Paudel, Yadab	x		
Porter, Emily	x		
Robinson, Judy	x		
Romeo, Peggy	x		
Samaliazad, Esmaeel	x		
Sauer, Mike	x		
Slisher, Jessica	x		
Tirado, Sandra	x		
Ulrich, Melanie	x		
Vala, Teju	x		
Verga, Vera	x		
Witty, Mike	x		
Xue, Di		x	
Zalessov, Valentin	x		
ADJUNCT FACULTY/Guests			
Nimmi Prabhu	x		
Nina Infantano	x		
Helena Kashleva	x		
Carol Kennedy	x		
Andy Buck (Admin. Assist.)	x		
Martin McClinton (Int. Dean)	x		
Adam Davis (Auxiliary Services)	x		

<i>Discussions</i>																	
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>															
1.	Logging in and Signing into Chat	The meeting began at 2:00 in H-117 (Thomas Edison Campus); faculty also attended via Zoom. The meeting was facilitated by Peggy Romeo, the Science Department Chair. Online faculty used the chat platform as a sign in area.															
2.	New Faculty	<p>The department has hired four new full-time faculty members for Fall 2021.</p> <table border="1"> <thead> <tr> <th>NEW FACULTY</th> <th>DISCIPLINE</th> <th>CAMPUS</th> </tr> </thead> <tbody> <tr> <td>Judy Robinson</td> <td>Biology/Ocean</td> <td>Charlotte</td> </tr> <tr> <td>Christina Lydon</td> <td>Chemistry</td> <td>Charlotte</td> </tr> <tr> <td>Sandra Tirado</td> <td>Biology/Micro</td> <td>full-time temp H/G</td> </tr> <tr> <td>Thalia Nittis</td> <td>Biology</td> <td>full-time temp Lee</td> </tr> </tbody> </table>	NEW FACULTY	DISCIPLINE	CAMPUS	Judy Robinson	Biology/Ocean	Charlotte	Christina Lydon	Chemistry	Charlotte	Sandra Tirado	Biology/Micro	full-time temp H/G	Thalia Nittis	Biology	full-time temp Lee
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3.	CC Subcommittee Formation	<p>For fall 2021 we have only one science faculty, Kim Hilton, who is up for consideration of Continuing Contract. As per our CNA, we formed a subcommittee of three Continuing Contract faculty.</p> <p>Subcommittee members: Jay Koepke, Emily Porter, and Marius Coman.</p> <ul style="list-style-type: none"> • Friday, September 24th: ePortfolio due • Friday, October 8th: Dr. McClinton sends Letter of Support • Friday, November 15th: Jay, Marius and Emily meet with Kim, then submit our recommendation to the CCRC Chair • Friday, December 10th: Our subcommittee reports are delivered to CCRC Chair • Notification of acceptance by January 21, 2022 															
4.	Selection of new Course Supervisors	<p>Recent retirements left us with courses that needed new Course Supervisors. The following faculty volunteered to become the new Course Supervisors for the five courses left vacant by retirees.</p> <table border="1"> <thead> <tr> <th>COURSE</th> <th>SUPERVISOR</th> </tr> </thead> <tbody> <tr> <td>BSC1085C</td> <td>Teju Vala</td> </tr> <tr> <td>BSC1084C</td> <td>Leo Mera</td> </tr> <tr> <td>HSC 1531</td> <td>Esmaeel Samaliazad</td> </tr> <tr> <td>BSC1005/L</td> <td>Sandra Tirado</td> </tr> <tr> <td>1010/L</td> <td>Jessica Slisher</td> </tr> </tbody> </table> <p>Duties of Course Supervisors:</p> <ul style="list-style-type: none"> • Organize meetings for discussion & creation of Common Finals/Assignments • Organize meetings for discussion & selection of course textbook • Organize meetings for discussion & creation of labs (if applicable) • Work with textbook representative to find updates, prices, and changes for selected textbooks <p>Course Supervisors are not responsible for making course-wide decisions without input from all faculty teaching the course.</p>	COURSE	SUPERVISOR	BSC1085C	Teju Vala	BSC1084C	Leo Mera	HSC 1531	Esmaeel Samaliazad	BSC1005/L	Sandra Tirado	1010/L	Jessica Slisher			
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<p>5.</p>	<p><i>Due Dates for Evaluation Forms and/or Portfolios</i></p>	<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:</p> <ol style="list-style-type: none"> 1. submit comprehensive FEP ePortfolio by due 2nd Friday in February 2. submit Form #3; due end of March <p>ADJUNCT MINI-PORTFOLIO</p> <ol style="list-style-type: none"> 1. Due 2nd Friday of February 														
<p>6.</p>	<p><i>Textbook Adoptions for SPRING 2021</i></p>	<p>COURSE SUPERVISORS – check with Andy to make sure his information for textbooks matches yours. Any faculty wishing to adopt free OER solely must make sure Course Supervisor for that course knows this. Only the Course Supervisors should be contacting Andy.</p> <p>We were also visited by Adam Davis. He explained why we are currently experiencing confusion with Labster. All Labster problems should be worked out by the end of the week.</p>														
<p>7.</p>	<p><i>Assignment of Mentors</i></p>	<p>Mentors are needed for all new full-time and adjunct faculty. Adjuncts in their three-year evaluation process also need to be assigned mentors.</p> <p>Mentors have to have taken mentoring workshop within last 3 years</p> <table border="1" data-bbox="526 1356 1409 1629"> <thead> <tr> <th>FACULTY MENTEE</th> <th>ASSIGNED MENTOR</th> </tr> </thead> <tbody> <tr> <td>Christina Lydon</td> <td>Jerry Anzalone</td> </tr> <tr> <td>Judy Robinson</td> <td>Jerry Anzalone</td> </tr> <tr> <td>Meghan Dearden</td> <td>Jay Koepke</td> </tr> <tr> <td>Mario Iorifida</td> <td>Judy Robinson</td> </tr> <tr> <td>Jacqueline Curls</td> <td><i>Still need volunteer</i></td> </tr> <tr> <td>Sakeena Bacca</td> <td>Gus Cameron</td> </tr> </tbody> </table>	FACULTY MENTEE	ASSIGNED MENTOR	Christina Lydon	Jerry Anzalone	Judy Robinson	Jerry Anzalone	Meghan Dearden	Jay Koepke	Mario Iorifida	Judy Robinson	Jacqueline Curls	<i>Still need volunteer</i>	Sakeena Bacca	Gus Cameron
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<p>8.</p>	<p><i>Assessment</i></p>	<p>Peggy Romeo emailed Joe Van Gaalen to inquire about the possibility of continuing with administering common finals only in ground courses and for online modalities in which faculty are comfortable using Proctorio.</p> <p>Also, disciplines can begin thinking about moving to alternate common assessments that do not require online proctoring.</p>														

9.	Zoom Addresses for Discipline Meetings	<p>Discipline Coordinator Assignment and Duties:</p> <ul style="list-style-type: none"> Organize the meetings for Zoom Upload the PowerPoint Agenda sent by the Department Chair and lead the group through the discussion topics presented Take notes, write minutes, and send minutes to Department Chair within a week of the meeting Discipline Coordinators are not responsible for making discipline-wide decisions without input from all faculty within that discipline group. <table border="1" data-bbox="527 520 1409 751"> <thead> <tr> <th>DISCIPLINE</th> <th>COORDINATOR</th> </tr> </thead> <tbody> <tr> <td>A&P/HSC</td> <td>Leo Mera</td> </tr> <tr> <td>Physics/Astro</td> <td>Marius Coman</td> </tr> <tr> <td>Chemistry</td> <td>Eric Commendatore</td> </tr> <tr> <td>Environ/Ocean/Earth Sci/Geo</td> <td>Jon McKenzie</td> </tr> <tr> <td>Bio/Micro/Nutrition</td> <td>Peggy Romeo</td> </tr> </tbody> </table>	DISCIPLINE	COORDINATOR	A&P/HSC	Leo Mera	Physics/Astro	Marius Coman	Chemistry	Eric Commendatore	Environ/Ocean/Earth Sci/Geo	Jon McKenzie	Bio/Micro/Nutrition	Peggy Romeo				
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10.	Announcements	<p>Mike Sauer, one of our FSW eLearning Coordinators explained how to find items on the FSW website for testing, Proctorio rooms, and Canvas help. He provided us with contact information for all eLearning Coordinators who are available to help faculty. Although our Coordinators serve all faculty, for our needs, those in SOPAS are more familiar with our department needs.</p> <p>Information for campus Proctorio Rooms can be found toward the bottom of this page: https://www.fsw.edu/online/testing</p> <table border="1" data-bbox="527 1192 1409 1518"> <thead> <tr> <th>ELEARNING COORDINATOR</th> <th>SCHOOL</th> </tr> </thead> <tbody> <tr> <td>Michael Sauer</td> <td>SOPAS</td> </tr> <tr> <td>Daniel Marulanda</td> <td>SOPAS</td> </tr> <tr> <td>Dmitry Yusin</td> <td>SOPAS</td> </tr> <tr> <td>Leslie Bartley</td> <td>SOAHSS</td> </tr> <tr> <td>Regina Miller</td> <td>SOE</td> </tr> <tr> <td>Gayle Deane</td> <td>SOHP</td> </tr> <tr> <td>George Kodsey</td> <td>SOBT</td> </tr> </tbody> </table>	ELEARNING COORDINATOR	SCHOOL	Michael Sauer	SOPAS	Daniel Marulanda	SOPAS	Dmitry Yusin	SOPAS	Leslie Bartley	SOAHSS	Regina Miller	SOE	Gayle Deane	SOHP	George Kodsey	SOBT
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11.	Biology Course Learning Outcomes	<p>Several biology faculty who worked on updating LO's for our biology courses presented their drafts to the remaining biology faculty. Copies will be sent to all biology faculty; new LO's will be finalized during the next meeting.</p>																
12.	Next Department Meeting	<p>The meeting adjourned 3:40. The next meeting, scheduled for September 10, @ 1:00 via Zoom.</p>																

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