

## SCIENCE DEPARTMENT MEETING MINUTES\*

*FRIDAY, JANUARY 14, 2022*

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		
Hilton, Kim	X		
Hooks, Ed	X		
Koepke, Jay		X	
Lehigh, Corey	X		
Liu, Qin	X		
Lydon, Christina	X		
Manacheril, George		X	
Mason, Gregg	X		
McKenzie, Jonathan	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		

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ADJUNCT FACULTY/Guests

Helena Kashleva	X		
Nina Lichvarik	X		
Nimmi Prabhu	X		

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<i>Discussions</i>										
<i>No.</i>	<i>Topic</i>	<i>Highlights</i>								
1.	<b><i>Logging in and Signing into Chat</i></b>	The meeting began at 1:00 via Zoom and was facilitated by Peggy Romeo, the Science Department Chair. Faculty used the chat platform as a sign in area.								
2.	<b><i>Due Dates for Evaluation Forms</i></b>	<p>Faculty were shown how to access evaluation forms from the Document Manager and reminded of the due dates.</p> <p><b>ANNUAL FACULTY</b> Those WHO ARE NOT UP for initial granting of continuing contract</p> <ol style="list-style-type: none"> <li>1. submit Form #1 – due 2nd Friday of February</li> <li>2. submit Form #3 – due end of March</li> </ol> <p><b>CONTINUING CONTRACT FACULTY</b> Those WHO ARE NOT up for comprehensive evaluation must:</p> <ol style="list-style-type: none"> <li>1. submit Form #1 – due 2nd Friday of February</li> <li>2. submit Form #3 – due end of March</li> </ol> <p>Those WHO ARE up for comprehensive evaluation must submit comprehensive FEP ePortfolio due 2<sup>nd</sup> Friday in February.</p>								
3.	<b><i>Introduction of New Faculty and Assigning a Mentor</i></b>	Corey Lehigh is a new faculty member for A&P on the Lee Campus. Esmaeel Samaliazad volunteered to be his mentor. Corey will begin the New Faculty Seminar with the new Fall 2022 hires.								
4.	<b><i>Adjunct Mini-Portfolios for Fall 2021/ Spring 2022</i></b>	Mentors were reminded to contact their adjunct mentees. If they have not yet had their classroom observations, these need to be done soon. Adjuncts' mini-portfolios are due by March 25, 2022.								
5.	<b><i>Volunteers for Screening Committees for New Faculty Positions</i></b>	<p>Volunteers were requested to fill the search committees for Fall 2022 positions (see table below). The names of the volunteers will be forwarded to Dr. McClinton for his approval.</p> <table border="1" data-bbox="532 1524 1377 1661"> <thead> <tr> <th>Position (Campus)</th> <th>Volunteers for Committee</th> </tr> </thead> <tbody> <tr> <td>A&amp;P (HG &amp; Collier)</td> <td>Gus, Esmaeel, Teju, Jerry, Ed</td> </tr> <tr> <td>Biology (Lee)</td> <td>Peggy, Mike W., Gabe, Jessica</td> </tr> <tr> <td>Chemistry (Collier)</td> <td>Eric, Kim, Serhiy, Vera, Marius</td> </tr> </tbody> </table> <p>Volunteers to interview A&amp;P potential adjunct: Peggy, Ed, Esmaeel</p>	Position (Campus)	Volunteers for Committee	A&P (HG & Collier)	Gus, Esmaeel, Teju, Jerry, Ed	Biology (Lee)	Peggy, Mike W., Gabe, Jessica	Chemistry (Collier)	Eric, Kim, Serhiy, Vera, Marius
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6.	<b>Reminders for Textbook Adoptions for Summer and Fall</b>	<p><b>COURSE SUPERVISORS</b> – Always check with Andy to make sure his information for textbooks matches yours.</p> <p><b>SUMMER DEADLINE:</b> February 28 <b>FALL DEADLINE:</b> March 24</p> <p><b>Other Reminders:</b></p> <ul style="list-style-type: none"> <li>• Andy only needs to hear from the course supervisor only</li> <li>• There needs to be course adoption consistency within each campus</li> <li>• The bookstore’s system considers EOL its own campus, and that includes Live Online; so, we need to try for the same kind of adoption consistency within a course for 800 and 900 courses</li> <li>• If there are no changes from spring 2022, it’s still the course supervisors’ responsibility to confirm with the publisher rep that ISBNs and/or editions have not changed (we just randomly found out this week, e.g., that Cengage is no longer publishing the CHM 2025L custom manual, though I think we’ll have enough for spring)</li> </ul> <p>Faculty discussed OER materials and the need to be able to offer these options independently of other faculty teaching the course.</p>
7.	<b>Assessment Update</b>	<p>Marius gave the following Assessment Updates:</p> <ul style="list-style-type: none"> <li>• Assessment review happens in the spring (for most departments).</li> <li>• AASPIRE is encouraging everyone to think about it and bring ideas to the review sessions.</li> <li>• All assessment data can be found in the Canvas Assessment Course</li> <li>• LAC and AASPIRE will be holding the following March PD Friday sessions to review the submissions and assessment process for assignments in Think and Investigate: Talking about a ‘Think’ Assignment Friday .... March 25 @ 9:00 am Talking about an ‘Investigate’ Assignment Friday .... March 25 @ 10:00 am</li> </ul>
8.	<b>Other Announcements</b>	<ul style="list-style-type: none"> <li>• Gabe has volunteered to update the Canvas SCOPE platform</li> <li>• Mike Sauer shared results of student survey for online courses</li> <li>• Jessica asked about the “new quiz” feature in Canvas and faculty agreed it would be a good topic for a workshop</li> <li>• Those faculty who are approaching CC need to begin working on their portfolio since it’s due early Fall 2022 semester</li> <li>• Any CC Faculty interested in applying for Department Chair needs to submit letter of interest to Provost later this spring.</li> </ul>
9.	<b>Next Department Meeting</b>	<p>The meeting adjourned @ 1:50. The next meeting, scheduled for <b>February 11 @ 1:00</b> via Zoom, will be followed by discipline breakouts for discussion of textbook adoptions.</p>

\*Minutes recorded & submitted by Dr. Peggy Romeo