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**Biological Sciences Department Meeting Minutes**  
**Date:** September 13, 2024  
**Time:** 1:00 PM  
**Location:** Zoom  
**Chair:** Dr. Gerald Anzalone

**1. Announcements**

* Submit textbook adoption changes or OER exceptions to Andy Buck by September 18th.
* Human Nutrition faculty should only list formally adopted textbooks or OER in Simple Syllabus.
* Dr. Gus Cameron will meet with new faculty to discuss fall course schedules.
* Complete Emergency Readiness Training by the end of this month through the Center for Teaching and Learning Excellence.
* Course supervisors – return Dr. Cameron’s survey to help balance faculty workloads.
* Adjunct faculty mentors must complete mentorship retraining on September 27th.
* BSC 1005 faculty can try McGraw-Hill’s online platform for free if one faculty member volunteers to use it for a semester.
* Roland Hodges (adjunct) needs a biology mentor on the Lee campus.
* A course supervisor is needed for BSC 1011.
* Volunteers needed for a faculty search committee for an Anatomy and Physiology position on the Collier campus.

**2. Reports**

* Jerry raised three issues with the Faculty Senate: redundancy of Emergency Remote Readiness training for certified online faculty, the new driver’s license verification requirement, and the new adjunct faculty mentor retraining requirement. The administration did not communicate the rationale for these requirements.
* Dr. Peggy Romeo discussed the new driver’s license verification requirement for faculty and staff. UFF lawyers found no reason to advise against compliance.
* Heather Stahl requested faculty recommendations for student tutors in Anatomy and Physiology and Microbiology.
* Keith Chasse from JoVE discussed science animations and videos available by subscription. Victoria SanFilipo will follow up on licenses and costs.

**3. Assessments**

* Faculty will review current course designs and discuss assessment methods, outcomes, and improvement strategies.

**4. Other Business**

* Faculty discussed student engagement challenges, low test scores, and multiple-choice questions requiring explanations.
* Possible changes to assessments due to the new accreditor were also discussed.
* Faculty were encouraged to report academic integrity violations via the Canvas link.

**5. Adjournment**

* No further meetings until the end of the semester unless a time-sensitive issue arises.