Meeting Minutes - Biological Sciences Department

Date: Friday, April 12, 2024

Via Zoom

Attending: Gerald Anzalone, Alison Blanco, Ronald Burton, Jordan Donini, Gabriel Gaidos, Lisa Hermann, Roland Hodges, George Hooks, Rozalind Jester, Helena Kashleva, Joseph Kirkley, Katrin Koel-Abt, Jay Koepke, Corey Lehigh, Amy Lehigh, Nina Lichvarik, Mitchell Lucas, Ann Mantell, Gregg Mason, Elimelec Medina, Lisa Pickell, Emily Porter, Oscar Rattenborg, Judy Robinson, Peggy Romeo, Esmaeel Samaliazad, Michael Sauer, Jessica Slisher, Melanie Ulrich, Tejendrasinh Vala, Vera Verga, Michael Witty, Amanda Zirzow

Agenda Items:

1. Course-Level Assessment:

* The purpose of course-level assessments as tools for instructional improvement and enhanced learning environments was discussed.
* Emphasis was placed on faculty documentation of action steps based on assessment data.
* Supporting documentation and slides were provided to faculty.
* Faculty engaged in discussions regarding assessment information, response strategies, and documentation of action steps.
* The importance of course-level assessment for accreditation was noted.
* Faculty questions were addressed.
* Faculty demonstrated improved understanding of course-level assessment purpose and utilization.

2. Community of Best Practices (CoBP):

* The establishment of a CoBP for science faculty professional development and sharing of best practices was discussed.
* Two faculty members volunteered for Chairperson and Co-Chairperson positions.

3. Canvas and Simple Syllabus Support:

* Support links were provided.
* Faculty were requested to promptly submit syllabi for approval.

4. Master Course Shell Updates:

* The BSC1085C course shell has been updated. The BSC 1086C course shell is nearing completion.
* The BSC 1005 shell can be requested through eLearning.
* SoftChalk will be available in course shells for the summer term only. An alternative modality will be used in the fall.

5. Faculty Mentor Checklists:

* Faculty were reminded to submit Faculty Mentor Checklists to both the TLC and designated personnel after completing adjunct faculty classroom observations. These checklists serve as documentation for stipend processing.

6. Faculty Expert Media Panel:

* The re-establishment of a faculty expert media panel was announced.
* Interested faculty were asked to update their background details on the FSW Knowledge Network webpage and contact marketing personnel.

7. Open Floor:

* No additional concerns, questions, or comments were raised.

8. Next Meeting:

* The next department faculty meeting will be held on the second Friday of the fall term at the same time.

Meeting Adjournment: 2:00 p.m.

Minutes Recorded By: GA