**Biological Sciences Department Meeting**

August 16, 2023

2:45 p.m. – 4:30 p.m.

Florida SouthWestern State College

Lee Campus, Fort Myers

**In attendance:** Dr. Gerald Anzalone (Department Chair), Dr. Ronald Burton, Prof. Jordan Donini, Prof. Lisa Hermann, Dr. Ed Hooks, Dr. Amy Lehigh, Dr. Corey Lehigh, Dr. Gregg Mason, Prof. Eli Medina, Dr. Lisa Pickell, Prof. Emily Porter, Prof. Jessica Slisher, Dr. Teju Vala, Dr. Vera Verga, Dr. Michael Witty, Prof. Amanda Zirzow.

**Agenda Items:**

1. **Welcome our new faculty:**
* Prof. Eli (Elimelec) Medina – Biology & Environmental Science\*, Hendry-Glades Center.
* Dr. Lisa Pickell – Environmental Science\*, Lee Campus.
* Dr. Ronald Burton – Biological Sciences, Charlotte campus.

\* Environmental Science is currently listed under the Biological Sciences Department.

1. **Simple Syllabus –** No faculty problems or feedback reported.
2. **New faculty mentors:**

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| **New Faculty:**  | **Mentor:** |
| Prof. Eli Medina | Dr. Vera Verga |
| Dr. Lisa Pickell | Dr. Lisa Hermann |
| Dr. Ronald Burton | Dr. Gregg Mason |

* Mentors check-in with their mentees monthly (subject to change during negotiations).
* The mentor forms are accessible in the Document Manager via the FSW Portal. Contact Dr. Roz Jester with any questions about mentoring or submitting paperwork.
* Faculty can be assigned mentees prior to completing the mentor training.
* The Center for Teaching and Learning Excellence is expected to publish a new mentor training workshop in the next few weeks.
1. **Adjunct faculty mentors:**
* Adjuncts are evaluated during their first year of hiring and then every three years thereafter.
* The assignment of faculty mentors to adjuncts will be updated and discussed in our upcoming discipline meetings.
1. **\*CORRECTIONS to the previous minutes:**

**Course supervisors:**

* Our contract refers to coordinator positions. However, the deans request coordinator positions, which are filled or renewed annually, and include a stipend or reassignment time.
* Therefore, the term “course coordinator” has been deleted from these minutes, and henceforth, only the term “course supervisor” will be used, which has been the custom in this department.

| **Course:** | **Subject:** | **Course Supervisor:** | **Notes:** |
| --- | --- | --- | --- |
| BSC 1085C | Anatomy & Physiology I\* | Dr. Teju Vala | \*Gerald Anzalone will record the meeting minutes |
| BSC 1086C | Anatomy & Physiology II\* | Dr. Jay Koepke | \*Gerald Anzalone will record the meeting minutes |
| BSC 1084C | Anatomy & Physiology | Dr. Corey Lehigh |  |
| HSC 1531 | Medical Terminology | Dr. Amy Lehigh |  |
| BSC 1005/L | General Biology/Lab | Prof. Amanda Zirzow |  |
| BSC 1010/L | Biological Sciences I/Lab | Dr. Lisa Hermann?? |  |
| BSC 1011/L | Biological Sciences II/Lab | Dr. Peggy Romeo |  |
| MCB 2010C | Microbiology | Dr. Vera Verga |  |
| BSC 1051C | Ecosystems of SW Florida | Prof. Emily Porter |  |
| EVR 1001C | Environmental Science | Prof. Emily Porter |  |
| HUN 1201 | Human Nutrition | Dr. Gabe Gaidos |  |

**The course supervisor’s duties include:**

* Organizing meetings for the discussion and creation of common assessments.
* Organizing meetings for the discussion and selection of the course textbook.
* Organizing meetings for the discussion and creation of labs (if applicable).
* Working with textbook representatives to find updates, prices, and changes for their selected textbooks.
* Taking notes, writing the meeting minutes, and sending the minutes to the department chair within one week of the meeting.
* Course supervisors are not responsible for making course-wide decisions without input from all faculty teaching that course.
1. **Initial granting of continuing contract committees:**
2. **Dr. Gerald Anzalone** (selections coordinated by Dr. Peggy Romeo):

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| --- | --- | --- |
| **Faculty selection:** | **Department selection:** | **Department selection:** |
| Dr. Jay Koepke (chair) | Dr. Michael Witty | Dr. Esmaeel Samaliazad |

1. **Prof. Jordan Donini:**

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| **Faculty selection:** | **Department selection:** | **Department selection:** |
| Prof. Emily Porter (chair) | Dr. Vera Verga | Prof. Kim Hilton  |

1. **Dr. Gregg Mason:**

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| --- | --- | --- |
| **Faculty selection:** | **Department selection:** | **Department selection:** |
| Dr. Jay Koepke (chair) | Dr. Esmaeel Samaliazad | Dr. Ed Hooks |

1. **Open floor:**
* The department chair opened the floor to questions, comments, and concerns. None were voiced.
1. **Next department meeting:** to be announced.
2. The meeting adjourned.

Gerald Anzalone recorded the minutes.

Revised 8/17/23