Department of Physical Science Meeting Minutes

April 11, 2025

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| --- | --- | --- | --- |
| Faculty | Present | Absent | Excused |
| Luminita Coman | X |  |  |
| Yadab Paudel | X |  |  |
| Marius Coman | X |  |  |
| Kimberly Hilton | X |  |  |
| Soumya Bhattacharya | X |  |  |
| Serhiy Pasishnyk | X |  |  |
| Valentin Zalessov | X |  |  |
| Di Xue | X |  |  |
| Courtney Sparrow |  |  | X |
| Gabriel Gaidos | X |  |  |
| Michael Sauer | X |  |  |
| Qin Liu | X |  |  |

**Quick recap**

We discussed the Olympic chemistry event, the process of submitting a classroom observation form, and the commencement ceremony. We also addressed the challenges of teaching chemistry to students, the need for a hurricane contingency plan, and the management of various types of communication outside of classes. Lastly, we discussed the importance of a continuity plan in case of emergencies and the need for a clear procedure in place for such situations.

**Summary**

**Olympic Chemistry Event and Mentorship**

The meeting involved a discussion about the Olympic chemistry event, which was concluded. Serhiy mentioned that only two students out of six signed up and only two showed up to take the test. There was also a mention of a TV show appearance by Chemical next Friday. The meeting also touched upon the topic of mentors and mentees, with Luminita being the only one currently in the mentor role.

**Flag Volunteer Needed for Ceremony**

Qin discussed the commencement ceremony and asked for volunteers to hold the flag, with Qin offering to do it if no one else could. Qin also reminded everyone to submit their faculty goals (Form 3) before the end of the semester. The team discussed the assessment report, with Serhiy and Soumya expressing satisfaction with the current assessment form but planning to make some changes. Serhiy suggested updating the exam questions to better align with the new OER book.

**Hurricane Continuity Plan Discussion**

Qin initiated a discussion about a hurricane contingency plan, asking for input and ideas on how to help students study during such events. Mike suggested that the school should handle communication about non-class matters, as sending multiple messages can lead to students ignoring important updates. Serhiy proposed the idea of an emergency coordination center at the school to collect and organize information from students and professors, and then disseminate it back to the students. The team agreed that this would be a more efficient approach to handling emergencies.

**Managing Communication and Emergency Procedures**

In the meeting, we discussed the challenges of managing various types of communication outside of classes, which can cause confusion. We agreed that the administration should take control of certain aspects, leaving instructors to focus on course type announcements. We also discussed the need for a continuity plan in case of emergencies, such as natural disasters, which could impact students' ability to continue their courses. They suggested that the college should have a clear procedure in place for such situations, including the option for students to withdraw from the semester if necessary. The team ended the conversation with plans to reconvene in the fall semester.

**Next steps**

• All faculty submit Form 3 (faculty goals) to Libby as soon as possible before the end of the semester.

• All faculty teaching summer courses to submit syllabi for approval before classes start.

• Qin to volunteer as the gonfalon bearer for the upcoming commencement in May.

• Soumya to review and potentially modify the Gen Chem 2 (2046) assessment over the summer.

• Serhiy to assist Soumya with updating Gen Chem 2 (2046) exam questions to align with the new textbook.

• All faculty review the hurricane continuity plan and provide input to Libby for revision.

• FSW administration to consider establishing an emergency coordination center for centralized communication during hurricanes.