

Minutes

Science Department Meeting
Christina (Tina) Ottman, Department Chair
September 14, 2012 1:00 – 2:00 p.m.

Collier: G-109; Lee: AA-177; Charlotte: E-105; Hendry-Glades: A-106

	Present	Absent	Excused		Present	Absent	Excused
Administration				Ottman, Tina	X		
Theo Koupelis		X		Prabhu, Nirmala	X		
				Rattenborg, Oscar	X		
Faculty				Romeo, Peggy	X		
Batcher, Doris	X			Trevino, Marcela	X		
Black, Cheryl	X			Ulrich, Melanie	X		
Clemence, Dorothy	X			Verga, Vera	X		
Coman, Marius	X			Wilcox, William (Bill)			X
Donaldson, Kurt	X			Witty, Mike	X		
Hepner, Roy	X			Wolfson, Jed			X (Tech issues)
Hermann, Henry			X	Xue, Di	X		
Hooks, George (Ed)	X						
Horn, Darryl	X			Adjunct Faculty			
Huang, Li	X			Kashleva, Helena	X		
Israsena Na Ayudhya, Thep	X			Posey, Fred	X		
Jester, Rozalind	X			Vala, Teju	X		
Koepke, Jay	X			Hermann, Lisa	X		
Liu, Qin	X						
Manacheril, George	X						
McDevit, Daniel	X			Staff			
McGarity, Lisa	X			Otto, Kirk	X		
McKenzie, Jonathan	X			Tyus, Jessica	X		
O'Neal, Lyman	X			Clemence, Bob	X		

I. Welcome

- a. Minutes from our August 21, 2012 meeting were approved by those in attendance.
- b. New faculty report “all is good” so far - no questions or concerns...no calls for help ☺

II. Common Assessments /Unit Plan Discussion (Ottman)

- a. Unit Plan – review of current plan and ‘adaptive management’ input for our next meeting – Action Item for Course Supervisor within groups. Considerations: The Unit Plan is ‘OURS’ (Science Department) and it should be meaningful to US. If we want to make changes within our Unit Plan, we need to have discussions within our groups about core competencies, student learning outcomes and meaningful common assessments. We also need to discuss program level outcomes as a department.
- b. The Student Assessment Committee is being re-organized. Scott Van Selow affirmed to Tina Ottman that we can and should review/revise our program outcomes; followed by our student learning outcomes – and then create a meaningful assessment for those outcomes.
- c. For those courses (listed in the agenda) that require a common assessment this term – we may not be able to accomplish a thorough review – but this should be a ‘work in progress’.
- d. For those teaching courses not yet requiring a common assessment – be proactive and begin this review process so that you are prepared with meaningful outcomes and assessments for your courses. All courses will be required to achieve this within 5 years, if not sooner.
- e. Current common assessment concerns:
 1. How to get scantrons for common assessments – send an e-mail to Tina (cottman@edison.edu) telling her how many you need for each course;
 2. Difficulty of a common assessment for BSC 1010L due to differences in the lab activities. Online courses use LateNite Labs (animations) from different lab activities than those covered

- by the ground lab manual. Peggy Romeo said that the outcomes are the same for both online and ground courses so they should both be able to use the same exam as a common assessment. The exam may need to be revised to more accurately reflect the outcomes and not specific lab activities.
3. Dual Enrollment courses need to have the common final exams completed and submitted SOON so course supervisors should be having these conversations with faculty to contribute to, review, and complete these exams. Marcela suggested submitting and discussing potential questions through SCOPE.
 4. Roz Jester – asked if online instructors were aware of their course supervisor/s because she has not heard back from some of them. Course supervisors were encouraged to keep reaching out to ALL faculty teaching their respective course/s.
 5. Additional concerns over online courses and common assessments raised by Lisa McGarity and Helena Kashleva pertained to confusion over instructions given to students at the testing centers for online students. Lisa Hermann addressed Helena’s concerns for BSC 1005 and Peggy Romeo said to make sure the instructions for the exam and the use of scantrons for assessment vs. course grades are clear to avoid confusion; she offered to share her instructions with concerned faculty.
 6. **Exam integrity must be emphasized** to avoid the problems that occurred last year. All faculty giving a common assessment need to acknowledge that the exams are not to be released to students in any format. Exams must be closely proctored and collected by faculty. No take home exams, no copies posted online, no exams sent via e-mail to students, no drop off boxes etc.
 7. Data compilation and analysis of common exam results needs to be improved so that data access/ queries are easily accomplished (Fred Posey). Lisa Hermann nominated Fred Posey to lead a committee to address data-related issues. Tina suggested inviting assessment and IT folks to our next meeting to discuss these concerns and find solutions; Roz suggested using our SCOPE platform to begin a discussion thread on assessment and data analysis.

III. Syllabi

- a. Common mistakes noted on this round of syllabi review include: cut and paste issues from previous semesters, spelling errors (use spell-check). Tina will post a syllabus checklist on SCOPE so that faculty can make sure everything is correct before submitting their syllabi for review.
- b. Many good things were found within the syllabi (best practices) and Tina suggested asking faculty for permission to share their syllabi with other science faculty by uploading them to SCOPE.
- c. Faculty recommendations to improve the use of common course syllabi:
 1. change the revised date EVERY time changes are made whether they are curriculum-related or not so that faculty can simply compare revised dates to know if they can re-use a syllabus from the previous semester;
 2. Establish a cut-off date for changes by administration after which no syllabus changes will be made for the upcoming semester (Thep). This will allow faculty to prepare their syllabi with enough time to make sure they are correct and to avoid doing redundant versions for last-minute changes.

IV. QEP (Quality Enhancement Plan): Faculty were asked to look over the e-mail checklist sent from Eileen DeLuca on ways to support the QEP (included on meeting agenda).

V. DIY CAPP audits – Faculty were told how to access/perform a CAPP audit for students... (instructions included in meeting agenda) and asked to try and perform an audit to see if they have any questions for a possible discussion at our next meeting. These audits are used to see if students have met their program requirements for graduation.

VI. Department Chair/Course Supervisors/Lead Faculty job description/discussion

- a. Department Chairs are working on a new job description for the Department Chair position which will be submitted for this round of contract negotiations
- b. Tina suggested drafting a job description for ‘our’ version of Course Supervisor and making a recommendation that course supervisors be given a certain credit towards their college service for evaluation purposes. The job description should be created by the entire science faculty and could start with a list of their most important roles, followed by roles that could fall away if the workload becomes too large. This idea was supported (Mike Witty) and it was suggested that this discussion also be initiated in SCOPE (Marcela Trevino). Darryl Horn asked for the list of

course supervisors (included in the meeting minutes from our August meeting), and they are included again below for reference.

Course Supervisors identified for the 2012-2013 academic year include:

AST 2003C / AST 2004C – Theo Koupelis

BSC 1005 – Lisa Hermann (Adjunct Faculty)

BSC 1010 – Marcela Trevino

BSC 1010L – Dan McDevit

BSC 1011 – H. R. Hermann (Henry)

BSC 1011L – Mike Witty

BSC 1050C / BSC 1051C – Cheryl Black

BSC 1093C / BSC 1094C – Jed Wolfson

CHM 2025 / CHM 2025L – Qin Liu

CHM 2032 / CHM 2032L – Doris Batcher

CHM 2045 / CHM 2045L – Kurt Donaldson

CHM 2046 / 2046L – Di Xue

CHM 2210 / CHM 2210L – Thep Ayudhya

CHM 2211 / CHM 2211L – Lisa McGarity

GLY 1010C/1100C – Joseph Van Gaalen

HUN 1201 – Marjorie Chutkan & Ruth Davies

ISC 1001C / ISC 1002C – George Manacheril

MCB 2010C – Melanie Ulrich

OCB 1000C / OCB 2010 / OCB 2010L / OCE 1001C – Rozalind Jester

PCB 3023C – Marcela Trevino

PHY 1007/ PHY 2048/ PHY 2048L/ PHY 2049/ PHY 2053/ PHY 2054 – Marius Coman

- VII. SCOPE (Science Community Of Practice for Excellence) Update – Trevino, Romeo, Jester
- Roz reported that of 97 faculty invited to join SCOPE on Canvas, 94 have accepted to date. Faculty were reminded to set their notification preferences to suit their needs. Peggy suggested inviting the adjunct coordinators to join SCOPE and faculty agreed this was a good idea. Roz will extend the invitation to them from each campus.
 - Mike Witty suggested a TLC workshop on Canvas for less familiar users and was informed that there is a very user-friendly tutorial available in Canvas for first-time users.
 - Marcela offered to give a Canvas Workshop to help anyone interested.
- VIII. Science Budget/Course Fees Discussion/ Concerns and comments included:
- Problem locating the lab budget/s on each campus and in knowing how monies are allocated and expenditures are approved (Ottman);
 - Need to know budget and have full transparency with the process so that science faculty are aware of lab course expenses (consumables) and can collectively help to plan for/budget for larger expenses in support of programs (equipment etc.);
 - Bob Clemence (Lee campus) shared how the lab fees were determined – based on average costs for equipment and consumables over a 7-year period and annual fees are not meant to cover anything new – only sustain current course offerings;
 - Suggestion was made to form a committee of interested faculty to identify the current budget process for science lab fees, including finding out what lab fees collected for online lab courses are used for (McGarity);
 - Some faculty happy with the ‘status quo’ concerning the lab budget because they have never had a problem getting what they order;
 - Still the need for transparency with regard to lab fees is necessary as specific lab course fees are meant to be spent for those courses and we must be able to justify any course fees to the student (Ottman).
- IX. TLC Contact for Presentations/workshops/ and help with campus-wide or district-wide events:
Rudy Moreira / rmoreira@edison.edu / Ext. 1322 / Office I-116 Lee Campus
There is a new College Operating Procedure (COP) for community events and Rudy is preparing a general checklist for faculty to use when working on a community event to make sure it follows the COP. He will also have a generic assessment for community events in case you do not have one for your event. All community events must be assessed. Contact Rudy with any questions.

- X. Sustainability Meeting Update – (Black)
The Sustainability Committee just held their first meeting for this year and 22 people attended. Their next meeting will be in 2 weeks. Everyone is encouraged to get involved.
- XI. Travel Funding/SPD funds: The first round of travel funding for professional development is being decided. All interested faculty should complete the SPD Request for Funding application available on the document manager.
- XII. Our next department meeting will be on Friday, October 12, 2012 from 1:00 to 2:00 pm. Meeting adjourned.