DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
January 25, 2017


ABSENT: Jeffery Secrest (excused).

I. CALL TO ORDER
The meeting was called to order at 12:00 on January 25, 2016 in Room 2016. Dr. Will Lynch presided.

II. APPROVAL OF MINUTES
The Minutes from November 30th, 2016 were approved as presented.

III. NEW BUSINESS
A. Faculty Senate
The following items are the highlights of the last Faculty Senate Meeting:

1. Merger
Both the President and Provost commented on the upcoming merger of Georgia Southern and Armstrong. President Bleicken debunked certain rumors regarding Armstrong needing to be rescued, low enrollment and poor financial situation. The truth is that even though our enrollment did go down, it went up and stabilized after and our financial health is actually very strong.

The Provost spoke about the tremendous work that is ahead of us, which involves mostly the meshing of our curricula. He added that there will be between 60-80 operational work groups which will have equal representation from both universities. At the moment none of these work groups have been yet formed. He encouraged the faculty to be informed regarding our corresponding curricula at Georgia Southern and take a look at the differences and similarities, to go to the consolidation webpage and read the information there.

2. SmartEval, Student Comments
SmartEval modifications related to signed vs. signed comments did not take place for this upcoming semester. Faculty are encouraged to read email sent by Angeles Eames about the options proposed and take them to their respective departments for discussion on how to proceed.
3. Tenure, Promotion & Post-Tenure Review
The most important charge regarding Tenure and Post-Tenure Review was to review current policies and suggest changes for faculty handbook because it is important to go into merger negotiations with this already finalized.

4. Summer Profit Sharing Committee
The committee has not met at this time. Provost Smith stated that it was important to meet and discuss whether or not it makes sense to make summer recommendations given the merger at hand.

B. EOY Awards Convocation, Biochemistry
The faculty discussed the proposal from the Biochemistry Committee. The BCHM form was presented by Dr. Weiland related to the EOY Awards Convocation for the BCHM Senior Award and then voted unanimously to adopt the document. For more details, please refer to Attachment #1.

C. Teaching Labs
Dr. Guillet addressed the faculty regarding the importance of better communicating when it comes to the inventorying on the teaching labs in order to avoid wasting time when looking for a particular item. It was agreed that everyone would pay closer attention to remedying the matter.

D. Airgas Online system
Dr. Guillet, also, brought up the subject regarding ordering chemicals on line from Airgas rather than having to place orders over the phone and having so much miscommunication. He has already tried this and found it to be much more effective than placing orders over the phone. He volunteered to taking care of setting up an online account with Airgas and encouraged everyone to begin placing their orders on line. He will let everyone know once this is done.

E. Summer / Fall CIR
Dr. Lynch informed the faculty that we are not near making final decisions for the summer. He would like to know everyone’s interest in teaching and the level of that interest. Then he will go through the process by seniority. He believes that there will be at least a class for everyone.

Regarding the fall, so far we have heard from Physics regarding 3,000 level courses.

F. Priority Registration for BCHM / CHEM Majors
Regarding priority registration for BCHM and CHEM majors, the Registrar has said that there is no easy fix to doing this. However, they did agree to priority registration for our students as a pilot for this semester. In early March we will call a meeting for BCHM and CHEM majors and those who show up will have access to priority registration but those who do not show up, will not have access.
We will target the sophomore students since there is where the problem lies. We will give them a spreadsheet so they can write down the CRN numbers and ID numbers and that information will be sent to the Registrar’s Office and they will punch it in. This process will take place prior to registration. Most likely, Dr. Lynch will ask for a couple of faculty members to help him facilitate depending on the number of students who show up.

G. Search Updates
We had two searches in process, the Lecturer/Instrument Technician, which has been up and the temporary line (Feske), which has been re-approved but we are still waiting on the position number. We have not yet decided whether or not we will use C & EN. We are expecting these to move forward in February or March.

H. Website
Dr. Lynch thanked those who updated their website and encouraged the rest to do the same.

I. CST Dean’s Office
The Department of Chemistry and Physics takes this opportunity to congratulate Dr. Brent Feske on his appointment as Associate Dean of the College of Science and Technology.

J. Office Space
Currently we do not have an office available in this building to house the person we hire for the Lecturer/Instrument Technician faculty position. There were two sites under consideration, namely, the SE corner, which has been deemed unacceptable, and the Mid-North corner, across from room 2008, which is the one that is under consideration. This corner is big enough to house two offices. We currently have a bid in the amount of $6,800 and the Dean’s Office has agreed to split that with us. Comments offline are welcomed since we are not going to make any decisions at this time. This item will be revisited in March when we will talk more about this process.

K. APAR / AFE / Retention Dates
   i. PROF Portfolio Due Feb 1
   ii. APARs Due Feb 3
   iii. Retention Portfolio Due Feb. 15
   iv. AFEs Due Mar. 3

L. Consolidation Items / Discussion
The faculty briefly discussed several items pertinent to Consolidation. Some of the items were CHEM, PHYS, BCHM courses, MS-App Science, Budgeting, Tenure and Promotion and Working Groups.

Dr. Lynch informed the faculty that he has been asked by the Dean’s Office to recommend two people per program to be a part of the Working Groups. Currently he is considering looking for people who have some strong knowledge of our curriculum, people who are going to be positive and proactive in this endeavor. He will probably look towards more senior faculty who have a broader knowledge of our history and our programs. This is
expected to take place over the next couple of weeks. If any of you are interested in being a part of a Working Group, it is important that you be aware that you will be expected to work over the summer and there will be no compensation for that.

VI. Announcements
   A. Upcoming Dates
      i. Science Bowl – HS Subregional                Jan. 28
      ii. Tony Holland – CST Workshop                 Feb 3 (noon -3)
      iii. Science Bowl – MS Subregional              Feb. 4
      iv. Pre-Pharm                                     Feb. 14
      v. Dean attends Dept. Meeting                     Feb. 22
      vi. Pirate Preview                                 Feb. 25
      vii. Science Bowl – State                         Feb. 25

The meeting was adjourned at 1:00pm.

cc: Dr. Delana Nivens, Dean, College of Science and Technology
    Dr. Brent Feske, Associate Dean, College of Science and Technology
ATTACHMENT #1

Armstrong

Award Criteria

Name of Award: The Outstanding Biochemistry Senior Award

Department /College: Department of Chemistry and Physics

Does GPA factor into the criteria for this award? If so, how?
Yes, students are evaluated based upon their overall GPA and BCHM GPA

Other criteria used to allocate this award:
- Graduating Biochemistry major (or graduated the previous term)
- Student participation in the Department
- Participation in undergraduate research
- Scholarly products produced from undergraduate research

Describe the selection process including important dates and people/committees involved.
- A list of all graduating (previous term graduates) will be compiled by the Chair of the Biochemistry Committee.
- Overall GPA and BCHM GPA data for these students will be collected from institutional research.
- All student names will be distributed to the BCHM/CHM faculty to receive input on scholarly activities and service to the Department.
- The BCHM committee will choose a candidate based upon the data received.

Is this award primarily academic in nature or more leadership/service oriented?
Please choose one.
☑ Academic
☐ Leadership/Service