I. **Call To Order:** The meeting was called to order at 12:05 p.m. on September 25, 2006 in the Conference Room 2603. Dr. Will Lynch presided.

II. **Approval of Minutes**

The minutes of August 11, 2006 were approved as presented.

III. **Old Business**

Dr. Lynch re-read the August 11, 2006 minutes and concluded that there was no old business left for further discussion.

IV. **New Business**

A. **Committee Reports**

1. Assessment Committee – The committee met and reviewed the jobs assigned to it by the Department Head. The first issue discussed was regarding the need of defined course/program objectives prior to the conduction of any meaningful assessments. The committee agreed to request that the appropriate department faculty prepare and submit course objectives for the general chemistry sequence, the nursing sequence and the physics sequence, which are namely chemistry CHEM 1211 and 1212; 1151 and 1152; and physics PHYS 1111, 1112, 2211 and 2212.

The general chemistry sequence course objective will, naturally, be created by the general chemistry committee chaired by Dr. Brush and which will be meeting in a couple of days. The physics objectives will be developed by the physicists. As far as the nursing chemistry sequence, Ms. Carpenter asked Dr. Zipperer to lead in developing course objectives for that sequence, and he agreed to do it.

The second issue that the committee discussed was a method of assessment that is already in use and that is the general chemistry ACS exam that the department uses as final exam for chemistry CHEM 1211 and 1212. The committee felt that they needed to reach to an agreement regarding the administration of the exam and also figure out how to meaningfully use the data from the administration of the exam. The committee is currently working in
developing a policy for the administration of the ACS exam. A copy of the assessment committee report is attached (Attachment #1).

Ms. Carpenter also added that faculty comments are welcomed regarding this policy, which will be submitted to the department later on for approval. She asked that the objectives be submitted prior to their next meeting, which will be held on October 11/2006.

2- ACS Certification Committee – Dr. Hizer had no comments at this moment, but Dr. Lynch has some information that he will disclose at a later time.

3- Experiential Activities Committee – Ms. Mullenax informed us that students from Southwest will be here on Thursday 28th/06 for the Fun in Science Demonstration, which will be held at 10am in room 2404. Savannah Christian will be here the following Thursday, October 5th/06 and Georgetown will be here on October the 12th/06.

Mr. Jaynes informed us that in regards to the Research Seminar, Mr. Andreas Illies, from Auburn University, will be here to talk on Molecular Bonding, which is the title of his topic. So far, they are looking for him to be here on October 19, 2006. More information confirming this date will be given later.

4- Curriculum Committee – Please see Attachment #2. The committee reviewed the recommendation from the University System Educator Preparation Academic Advisory Committee to create a new area F physical science course for Early Childhood Education majors. Dr. MacGowan and Ms. Mullenax have received funding to modify current courses in order to add more hands-on experiences and will take the lead in creating the ISCI 2000-level course.

The committee discussed proposed changes to the course descriptions for Physics 1111/12 and Physics 2211/12.

Regarding Area F, discussions will continue until an agreement can be reached regarding the wording of pertinent change. The faculty voted unanimously to eliminate ENGR 2201, which will be replaced by ENGR 2000 with the physics pre-requisite, and GEOL 2010L will be added as a new lab that will be a co-requisite to GEOL 2010. (this did not pass and was tabled).

5- Planning Committee – Dr. Nivens informed the faculty that the committee met and discussed a 1-3-5-10 year goal plans. To be successful in the planning of these goals plans, the involvement of every other committee will be needed as well as their ideas.

6- Safety Committee – Please see Attachment #3. The safety policies were submitted to the department for discussion and approval. Dr. Zipperer explained that the safety policies were revised and that clause #6, #9, #11 and #14 were modified. After reviewing the entire safety policies, the faculty decided that two other clauses needed to be added: one regarding eating and drinking in the labs and the other regarding pregnancy. The pregnancy clause should specify that is the responsibility of the student to notify the
instructor of their condition and to look at the chemicals and identify agents that can be a potential problem to the fetus. Clause #6 regarding visorgogs will remain opened for further discussion as well.

7- General Chemistry Committee – The committee has not met yet; they will meet in a couple of days.

B. Instruments
Dr. Nivens announced that the department has purchased two new instruments, FTIR and a teaching grade Raman. The instruments are available for the faculty use; just let Dr. Nivens know and she will gladly arrange it.

C. Biochemistry Search
Ms. Carpenter informed the faculty that the committee met earlier today and began screening applications on September 15th. The committee anticipates starting interviews on campus in the middle to late October.

D. Administrative Council
Dr. Lynch informed the faculty that two big themes are coming out from that group headed by the President. The first one is increased importance of assessment. He agrees that the department is moving in the right direction regarding assessment since in the past we have not, necessarily, assessed the program with much detail as they should. He noted that when the department annual report and program assessment came out, it was obvious that we were not collecting and evaluating enough data and information. He believes that the work of the assessment committee will help us a great deal in this respect.

Secondly, there is a lot of talk about the budget, therefore, grants and contracts are going to be of much more importance in the future to this institution. Dr. Lynch will try to gather more information directly from Dr. Whitford regarding this issue in the next administrative council meeting and will further notify the faculty.

E. MAT vs. BS Chem. Teach Cert.
Essentially, the department of chemistry and physics has always offered the BS in Chemistry with Teacher Certification, but since no one has ever graduated with this degree, an option was given to the department. The choice was to either move forward with the degree as it is or support the Master of Arts & Teaching, which is a new program. This new program, however, will not be housed in this department. The responsibility of this department to the MAT will be to offer 15 content hours over a 2-year cycle. MAT is providing an alternative for the students, which will give the department an opportunity to teach some 6000 level content classes with some content that will help teachers teach high school chemistry.
F. Other

Dr. Lynch briefed the faculty about re-certification. The packets should be mailed around October 15/06. Everyone will be required to have standard CV’s up-dated. He will e-mail the standard format that the department has been using. The faculty will have three months to complete the up-date. Also, the department is going to have Research original research Reports reports from CHEM 3900 and 4900 originals with grading. Also, if you use an un-standard text in any of your courses, you will have to justify it.

Regarding the work done in SC 2102, the results have been great. The goals were to significantly reduce the noise and to lower the air turnover in the lab when the hoods are not in use to save electricity, and both goals have been accomplished. The final report from the contractor has not been filed regarding decibel levels and noise reduction. The department faculty were in agreement that a significant improvement has been realized.

Dr. Lynch also informed the faculty that the department will be redoing the BA and BS checksheets. The formatting as it is, is very close to what they are looking for, therefore, the content will remain the same but what will change is the way in which is presented.

He also reminded the faculty that internal grants are out and are due on September 28/06 and hopes that as many as possible will participate.

An e-mail was sent to all faculty with an up-date of the status of the secondary pages for the department web. The front page is still under construction. Comments are welcomed.

V. Announcements

1- Dr. MacGowan announced that for those who wish to take a sabbatical apply for Advanced Academic Research Leave, they need to submit the reasons for it applications six months prior to the desired date. Also, the Low Country Boil will be held on October 13th/06 at the Bamboo Farms at 6pm. Please, let Dr. MacGowan know by October 11th/06 if you are planning to attend.

2- Dr. Nivens announced that the Chemistry 4991 talks will be held on Monday, October 2, 2006 in SC 1407 from 12:00-1:00pm. Jodi Hadden and Cassandra Dyal will be the students giving the talks. The Environmental Symposium will be held on October 6th/06 in SC 1407 from 1-5pm. There will be a reception immediately after the symposium.

Dr. Nivens also encouraged the faculty to attend the University Presentation of the campus interviews for Vice President For Student affairs. They have narrowed the selection to two candidates. Dr. Richard Ferraro will be the first candidate to be interviewed. Dr. Ferraro will be here visiting on September 29th/06 and the University Presentation will take place at University Hall 156 at 1:30pm.
Dr. Vicki McNeil is the other candidate and she will be visiting campus on October 10th/06. The University Presentation will also be held at University Hall 156 at 1:30pm on that day.

3- Ms. Mullenax announced that the University is hosting the Science Bowl State Competition this year. So far, they are considering holding the Science Bowl either on February 27/2007 or March 3rd/2007.

A. Good News
Dr. Lynch saw Christian Clarke in Fall 2006 ACS National Meeting in San Francisco. Christian has a Masters degree in chemistry from the University of Colorado. He had a skiing accident and was hurt badly. Due to the accident, he was not able to get his PhD. He is currently working in Indianapolis Indiana for Eli Lilly and Company.

Dr. Lynch also heard from Bryan Brian Shinall who has a PhD in Chemical Engineering from Georgia Tech and is currently teaching in Math, Chemistry and Physics at South Effingham High Schools. His wife is Suzan Benton (former student at AASU) who also graduated from Georgia Tech also with a BS in Chemical Engineering and is presently working for Arizona Chemicals.

VI. Adjournment
The meeting was adjourned at 1:30pm.

VII. Chemistry Advising
The chemistry advising will be discussed on the next departmental meeting on October 16th/06.

cc: Dr. Ellen V. Whitford Vice-President and Dean of Faculty
Dr. Ed Wheeler, Dean, College of Arts and Sciences
Dr. Mark Finlay, Assistant Dean, College of Arts and Sciences
ATTACHMENT #1

Department of Chemistry and Physics
Committee List 2006-07

Assessment Committee:  S. Carpenter
1. Review assessment tools in place at other institutions and at AASU
2. Develop and implement an assessment plan by evaluating student materials for all program areas as well as individual areas (general chemistry, general chemistry labs, general physics, general physics labs, disciplinary areas)
   a. B.S. Applied Physics
   b. B.A. Chemistry
   c. B.S. Chemistry
   d. B.S. Chemistry – ACS Certified
   e. Certificate in Forensic Science
3. Tabulate and present data and make recommendations for improving the department.
4. Review Tenure and Promotion guidelines and make recommendations to the department as well as forms for evaluation of faculty.

Curriculum Committee:  W. Baird
1. Review catalog for accuracy
2. Determine feasibility / appropriateness of requiring research for the B.S.
degree (how to implement)
3. Gather information about the 1-2-1 approach to teaching chemistry, impact on department and other majors.
4. Consider splitting out PHYS 4900 into Ind. Study and Undergraduate Research course.
5. Course transfer policy
6. Examine upper level chemistry offerings, rotation, lecture / lab content
7. Examine upper level physics offerings, rotation, lecture / lab content

ACS Certification Committee: T. Hizer
1. Prepare documentation for recertification
2. Collect CHEM 3900 and 4991 reports from 2005-06 for recertification
3. Explore feasibility of a BS – ACS Certified Biochemistry track
4. Explore feasibility of a BS - ACS Certified Environmental track
5. Evaluate all oral and written presentations for ACS Certification and Honors in the Major and certify candidates for the major
6. Monitor library holdings and acquisitions to ensure ACS requirements are met
7. Prepare annual report for the ACS

Experiential Activities Committee: D. Mullenax
1. Examine and coordinate outreach activities to enhance impact – ensure safety and departmental participation
2. Update graduate school information and act as point for interactions and encourage departmental seminars through these interactions (seminars, GRE information, application procedures)
3. Review and update Internship Evaluation Tool
4. Evaluate all oral and written presentations for internships

Planning Committee: D. Nivens
1. Develop a long range plan for the department that includes establishing goals for the department
   a. Current and future instrumentation needs for department
   b. Technology needs and applications for the unit
   c. Mechanisms to increase visibility of the department, its programs and students in the community and profession
   d. Program improvements
2. Examine Foundation accounts and make recommendations for their modifications, use and enhancement
3. Handle distribution of scholarship money

General Chemistry Committee: S. Brush
1. Development of student learning objectives for lecture and lab consistent with ACS guidelines
2. Each semester develop a schedule of activities for the laboratory
3. Monitor and make recommendations on the use of OWL (minimum standards)
4. Evaluate that disciplinary “needs” are being met through laboratory and lecture content

Safety and Waste Disposal: P. Zipperer
1. Monitor and facilitate waste disposal
2. Evaluate safety guidelines and their implementation in the department