DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
NOVEMBER 27, 2006


Absent: Sabitra Brush and Donna Mullenax. (Excused).

I. **Call To Order:** The meeting was called to order at 12:00 p.m. on November 27, 2006 in the Conference Room 2603. Dr. Will Lynch presided.

II. **Approval of Minutes**
The minutes of October 16, 2006 were approved as presented.

III. **Old Business**
A- Advising - Dr. Lynch brought up the fact that advisement was over with and asked the faculty to submit a list of those students who have been advised in order to distribute the advisees in a more accurate way.

B- Web Development - Also, copies of the last version of the Web were distributed. No major recommendations came in. There was a comment, however, about changing CP, which was taken into consideration right away. The Web site address will be chemphys.armstrong.edu At this point, what is left of this project, has been turned over to Dr. Lynch. Dr. Lynch expects that by January the 1st things should be running full course and ready to add information in the Web. In January also there will be a photo shoot, but for the mean time the old photos will do.

C- Search Up-dates – Presently, an offer has been made regarding the first search and hopefully this will come to a conclusion soon. Regarding the second search, which is for an analytical chemist, the deadline is January the 2nd. We are not expecting to have a lot of activity until after the Holidays. Dr. Lynch asked Dr. Nivens to chair this committee and she accepted. The third search is more of an open search and Dr. Lynch asked Dr. Zipperer to chair this committee to which he agreed. The deadline for this search is also January 2nd and resumes have already started to come in.

D- MAT Up-date - Dr. Lynch proceeded to inform the faculty that Dr. Awong, Dr. Brush and himself have met with Dr. Wheeler on several occasions to talk about the new Master of Arts in Teaching. The Department offers a BS in Chemistry with a Teacher Certification, but since no one has ever graduated with this degree, it did not make any sense to keep it. Therefore, we decided to support the MAT especially because the College of Arts & Sciences wanted another avenue for students to get their teaching certificate in a fairly rapid turn around time.
Out of 33 hours, 15 hours will be from the discipline and we have agreed that all the students will take 6 hours of SCED 7290 and PHSC 7642, which we are currently teaching. Therefore, this will represent no added stress to the faculty.

What will really impact the department will be the CHEM 6000 and PHYS 6000 courses that are to be created. The Biology and Math departments have currently adapted this way of administering graduate level content, and we decided to take the same route. To enter this program, all students must meet all the pre-requisites and must have a Bachelor's Degree, presumably in biology, chemistry, physics or another physical science.

IV. New Business
A. Committee Reports
1. Assessment Committee – Ms. Carpenter informed us that the committee has been feverishly working in order to be prepared to collect some data regarding General Chemistry 1211 and 1212 using the ACS General Chemistry Exams. Previously the faculty had adopted a policy to use the ACS exams to analyze student understanding in individual courses, how good of a job we were doing. In that policy there was reference to a cover sheet that would be available in the department’s office for the teachers to use when administering the tests.

Ms. Carpenter proceeded giving information regarding the Opscan forms that will be given to the students at the time of the test. The students will be asked to bubble in their names, but they do not have to because we will be able to identify them by the code they have to put in. The ID number will identify the course, the term, the class section and the student.

In Column A we will enter either a 1 or a 2. For example, for 1211, we will enter a 1; for 1212, we will enter a 2. For Columns B, C, and D we will have a code that will identify the term and the year. For spring it will be 1/06; for summer 6/06 and for fall 8/06. Columns E and F will be the section of the course. All students will have the same first 6 digits and the last four numbers will be that of the students’ ID number. Therefore, make sure that the students know their students' ID number. Once the exam is over, take the Opscan forms and the key to CIS and let the person know that the exams are from the Chemistry and Physics Department and they are to be given to Ms. Pam Culberson. After the final exams are over, Dr. Padgett will begin working on the data.

Another thing that both Ms. Carpenter and Ms. Kennedy have been working on is on tying the questions on the ACS exams for CHEM 1211 and CHEM 1212 to the objectives we have set up for the courses. That way we will be able to relate the individual questions to the objectives, so at the end of the analysis we will be able to find out which objectives need more work as a department and which objectives need more work for an individual instructor.
2. ACS Certification Committee – Dr. Hizer informed the faculty that some people have received requests for information and the committee would appreciate it if they would get a response back by December 1st. The committee is presently working on the re-certification report, and so far the process is going smoothly. Dr. Lynch re-emphasized the importance of a timely response.

3. Curriculum Committee – Dr. Baird informed the faculty that they met and approved adding GEOL 2010L as an optional lab to the geology curriculum, and also added PHYS 2900 & PHYS 4991 as research courses to the Physics curriculum. GEOL 2010L was approved by the faculty, (11-0-0). Addition of PHYS 2900 and PHYS 4991 and modification of the physics program of study was approved by the faculty (11-0-0).

Each course was brought to the table for voting and the faculty voted in favor of adding the courses as presented. You may view the Curriculum Committee Minutes on line under Departmental Committees.

We were also informed that the committee was mandated to adding ISCI 2002 Physical and Space Science for Early Childhood Educators. Dr. Lynch added that his understanding is that the department will be offering this course at least once a semester in the coming future, which is certainly a resource issue for the department. The course will consume four hours of someone’s time or even eight hours if we offer it twice. The faculty voted unanimously also for the addition of this course. ISCI 2002 was approved by the faculty (11-0-0).

CHEM 4200 was also brought to the table for approval as presented. There was a change to the course description to broaden its content in this course. The prerequisite or corequisite was changed from CHEM 3402 to CHEM 3401. The faculty voted unanimously (11-0-0) as well to approving this change.

5. Planning Committee – The Planning Committee’s charge was to identify the mission and goal of the department and Dr. Nivens presented the faculty with the final draft of the Mission Statement and the 10 year Vision Statement. The faculty committee voted unanimously (11-0-0) to approve both of them. The Mission Statement will appear in the front page of the Web site. You may view the Mission Statement and the 10 year Vision Statement on line in the Chemistry and Physics Dept. Web page under Departmental Committees.

6. Safety Committee – Dr. Zipperer distributed copies of the Safety Policies for both Chemistry and Physics for the faculty’s approval. Both Policies are almost identical with the exception of items 5-7 in the Physics’ Safety Policies. Both documents were brought individually before the table for approval. The Chemistry Safety Policies were approved, but concerns were shared regarding the safety goggles and eating items in the Physics Safety Policies. Dr. Zipperer will be contacting the Attorney General about
safety guidelines regarding these concerns and approval of the Physics Safety Policies will remain pending till then. Please refer to Attachment #1 regarding the Chemistry Safety Policies.

Dr. Lynch had asked Dr. Zipperer to get a teratogen database and he provided the faculty with one of many. It is as follows: //ptcl.chem.ox.ac.uk/msds/teratogen

7. Lab Fees – Dr. Lynch shared that every year the department is requested to renew or change the fees that are assessed to students. He reported that the fall allotment on their account was $18,500. Approximately $13,600 came from chemistry labs and $4,900 came from physics labs. The department can expect a similar amount in the spring and in the summer it may drop. But we can see that 30% to 40% of the budget’s money comes from these fees. Presently, we are assessing these fees in General Chemistry I and II, Organic Chemistry I and II, Physics I and II, Algebra and Calculus sequences.

Following this, there was a vote to approve the assessment of fees in the amount of $20 also in CHEM 1151L, CHEM 1152L, ISCIL, PHSCL and GEOL 2010L. The faculty voted unanimously in favor of assessing these fees to the above labs. Dr. Lynch will forward a request on behalf of the department.

8. Major Field Achievement Tests – Dr. Lynch informed the faculty that the scores would be released in April of 2007. Currently ETS has no data to look at in terms of percentile and evaluation scores. Dr. Lynch has requested to have raw scores on several occasions with no success. This situation will impact both Christina Dacey and Derek Baudoin. If by December the 1st the scores have not been released, Dr. Lynch has decided to roll back and ask the students to take each of the four individual exams.

B. Instrument Up-date
Ms. Carpenter informed the faculty that the old NMR 60 MHz instrument has been resurrected, so to speak, and is presently operating like new.

C. Spring Orders Due December 14th
Dr. MacGowan informed the faculty that the spring orders are due by December 14th, and asked the faculty to place their orders in a timely manner.

Dr. Lynch took the opportunity to thank the faculty for their help and cooperation in keeping up with the department’s budget.

V. Announcements
A. Good News. 1- Ms. Carpenter shared that Amanda Fulop was accepted in South University. She will be starting classes next fall.

2- Dr. Elkins also shared that Rachel Bongini, who has been working on research with her, has been awarded a travel grant in the amount of $650 to attend the 7th Keele Meeting on Aluminum. Also Jenny Wheeler started classes in August at Nova
Southeastern University in Jacksonville. She is working on her Masters and Marriage and Family Therapy.

3- Dr. Lynch shared that he recently talked to John Stone, who expects to graduate a year from Christmas. Also Diana Strassburger is finishing medical school and decided to go into Emergency Room Medicine. She has applied for Residency in New York, Boston, Washington and Philadelphia.

C. The next meeting will be on January 29th, 2007.

VI. Adjournment
The meeting was adjourned at 1:15pm.

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
Chemistry Safety Policies

Students are expected to follow the Safety Policies of this department while in the laboratory. Most accidents occur when students do not follow instructions or try to improvise upon given instructions.

Failure of a student to comply with these regulations and procedures will result in the student being referred to the Head of the Department of Chemistry and Physics for further action commensurate with the nature and gravity of the student’s breach of his or her responsibilities.

1. Each individual is responsible for being familiar with the location and proper use of the safety equipment.
2. Each individual is responsible for performing his or her job safely.
3. Each individual should study each experiment in advance to familiarize himself or herself with the possible safety hazards.
4. No unauthorized experiment is to be conducted at any time.
5. Drinking and eating in laboratories are strictly prohibited.
6. Everyone in the lab, including visitors, must wear chemical splash goggles that meet ANSI standard Z87.1 – 1989(R1998) at all times. Visorgogs meet these standards.
7. All shoulder length or longer hair must be tied back while in the laboratory.
8. Appropriate clothing must be worn.
9. All flammable materials present in the laboratory must be in fume hoods or flammable storage cabinets when flames are present.
10. The work area is to be cleaned prior to and after the experiment.
11. The instructor must be notified immediately when glass is broken or chemicals are spilled. This must occur prior to cleanup. The broken glass must be disposed of in containers provided for broken glass.
12. The use of any personal entertainment device is prohibited in the laboratory.
13. These are general procedures to be used in all labs. However, certain labs may have
additional safety procedures. These additional procedures must be adhered to in those labs.

**Accident and Emergency Procedures**

1. Each individual must report any accident to the laboratory instructor. The lab instructor will give a written report to the Head of the Department of Chemistry and Physics and a copy to the chairman of the Safety Committee.
2. If appropriate, the instructor will follow the PROCEDURE FOR MEDICAL EMERGENCY as furnished by Armstrong Atlantic State University and prominently Posted on campus. The Office of University Police number is (912)-921-5555.

**Storage Procedures**

1. All gas cylinders must be secured. When not in use, the cap must be in place.
2. All chemicals must be stored according to standard safe practices. Acids and bases must be stored in cabinets designated for their storage. Flammable materials must be stored in flammable storage cabinets.

**Disposal Procedures**

The laboratory instructor must supervise the disposal of waste and excess chemicals. Below is a guideline for disposal of chemicals.

1. Organic waste should be collected in the containers provided.
2. Heavy metal waste should be collected in the containers provided.
3. Aqueous solutions of acids and bases with concentrations greater than 1 M should be neutralized or diluted, then washed down the drain with copious amounts of water.
4. Aqueous solutions of acids and bases with concentrations less than 1 M should be washed down the drain with copious amount of water.