I. **Call To Order:** The meeting was called to order at 12:00 p.m. on January 29, 2007 in the Conference Room 2603. Dr. Will Lynch presided.

II. **Approval of Minutes**
   The minutes of November 27, 2006 were approved as presented.

III. **Old Business**
   A. **Web Development** - Dr. Lynch informed the department that the templates are in place and the web site ([http://chemphys.armstrong.edu/home.html](http://chemphys.armstrong.edu/home.html)) is beginning to take shape. Comments are always welcome.

   B. **MAT up-date** – Dr. Lynch gave an up-date on the status of the MAT in Chemistry and Physics. The USG has issued a stop on all MAT programs until the end of April 2007. Therefore, our department will not have a MAT program ready for the Fall 2007. Further, the burden of the program has shifted from the College of Education to the Department in terms of reporting and evaluation (NCATE). This is of concern since no resources have been provided to support the program and there is no indication any will be forthcoming. Our position is to take a “wait and see” posture to examine how the MAT develops in other departments where there is a higher demand. At present, when contacted by new students, describe the following post baccalaureate option:

   · Previously completed major in chemistry
   · EDUC XXXX (Profession, Law, Ethics), XXXX (Technology), XXXX (Curriculum, Assessment), XXXX (Students with disabilities)
   · MGSE 5700 (classroom management)
   · MGSE 5500 (science methods) or SCED 7290
   · MGSE 5750 (internship)

   C. **Lab Fees 07–08** Dr. Lynch reported that the lab fee request of $20 for non-majors laboratories was forwarded to Mr. Brignati. No news on BOR approval.
D- ACS Certification - Dr. Lynch thanked Dr. Hizer, the ACS Certification Committee and all faculty for their assistance. The 5 year report was mailed and received by ACS.

IV. New Business

A. Committee Reports

1. Assessment Committee – Ms. Carpenter reported that the Assessment Committee has looked at the results of the CHEM 1211 and 1212 ACS Final Exams from the Fall semester. The results are collected and organized according to the objectives that were approved by the faculty for CHEM 1211 and 1212. The lists of objectives and results are attached. (Refer to Attachment #1)


3. Curriculum Committee – Dr. Baird brought forward a change in the pre-requisite structure for CHEM 4100, 4200 and 4300. To make CHEM 3401 pre-requisite for all three courses. There was a discussion regarding the motion related to students being able to matriculate in a timely fashion for graduation. The motion was remanded back to the curriculum committee for further review of this issue. CHEM 6000 and PHYS 6000 were both tabled, see MAT item above.

4. Planning Committee – Dr. Nivens brought forward a Mission and 10 Year Vision Statement to guide the department’s planning. The plan was approved with minor edits and is attached. (Refer to Attachment #2)


B. Tutoring – An update was given that Colin Gilligan is a paid tutor and has fixed working times; his schedule is posted.

C. Search update #1 – Dr. Nivens – Three candidates have been identified to be invited for visits to AASU. Dr. Lynch will make contact first and then Dr. Nivens will arrange interviews.

D. Search update #2 – Dr. Zipperer – Four candidates have been identified to be invited for visits to AASU. Dr. Lynch will make contact first as well, and then Dr. Zipperer will arrange the interviews. Dr. Lynch reminded everyone that not only are we interviewing the candidates, but the candidates are also interviewing us. Therefore, it is important that we fully participate and put a strong view of the department and university forward to the candidates. As we compete for excellent applicants, we hope they will have choices and thus we need to make certain we are their “choice”.

E. CHEM 4500 update – S. Carpenter. Ms. Carpenter presented a modified grading sheet to be used in Seminar this semester; she asked for feedback. Also, she asked people to provide feedback on possibly holding seminar at night rather than during the noon block on Monday, Wednesday and Friday since we have so many students this semester.
F. Summer Assignments – Dr. Lynch asked that anyone wishing to teach in the summer let him know.

G. Peer Evaluation of Teaching – Dr. Lynch discussed the importance of teaching to our Mission and Vision for our department as well as the university. In the next few weeks, he will send out information regarding other universities who have peer evaluation as part of their culture and we will begin to dialog the possibility of implementing this in our department.

H. 2007 Faculty Goals Consideration – Dr. Lynch indicated that he would like for every faculty to consider setting professional goals on a yearly basis. This would allow faculty and the Department Head to think about resources and activities that might assist faculty in meeting profession development responsibilities. He will send out a memorandum electronically in the short term requesting this information.

I. Orders Due – April 1, 2007. Dr. Lynch requested that orders be placed by April 1 for the summer so that we might get an accurate picture on end of the year funds available for academic and professional enhancement.

V. Announcements
A. Good News.
1. Jodi Hadden has been accepted to Georgia Tech for graduate school in Computational Chemistry. She received a stipend, tuition remission, a Fellowship and health insurance stipend totaling over $25,000.
2. Nguyen Nguyen scored in the 99th percentile on the PCAT.
3. Ms. Carpenter has been assigned to the ACS Organic Examinations committee for the ACS. This committee writes the standardized exam for the Society.
5. Nin Dingra, recent BS graduate received the Hoechst Fellowship from the Department of Chemistry and Biochemistry at the University of South Carolina. Nin is a Ph.D. candidate in Biochemistry at USC.
6. Patrick Sisco, recent BS graduate received the Teague Fellowship from the Department of Chemistry and Biochemistry at the University of South Carolina. Patrick is a Ph.D. candidate in Inorganic Chemistry at USC.
7. Congratulations to two faculty who received Student-Faculty summer Collaborative Research Awards from the Dean of the College of Arts Sciences. Dr. Padgett and Dr. Feske both received $3,700 stipends.
8. Dr. Feske recently published an article in Tetrahedron Letters with 2 AASU students, Richard Hammond, recent BS and Wade Poston, post-baccalaureate.
9. Dr. Padgett recently published an article in Crystal Growth & Design with Bill Pennington from Clemson University.

10. Congratulations to Dr. Nivens on her appointment as Special Assistant to the Dean for Undergraduate Research. She will receive a stipend for this summer as well as support for a student to do research in the lab.

C. The next meeting will be on February 26th, 2007.

VI. Adjournment

The meeting was adjourned at 1:00pm.

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