I. **Call To Order:** The meeting was called to order at 12:05 p.m. on April 2, 2007 in the Conference Room 2603. Dr. Will Lynch presided.

II. **Approval of Minutes**  
The minutes of February 26, 2006 were approved as presented.

III. **Old Business**  
A- **Search Update #1** – Dr. Nivens informed the department that the search has been extended for the analytical position. She is anticipating interviews to take place in early May.

   B- **Search Update #2** – Dr. Zipperer shared that Dr. Werner has verbally accepted the position. Dr. Lynch added that he has spoken to Dr. Werner and he is all set for the fall.

IV. **New Business**
   
i. **Committee Reports**
   
   1. **Assessment Committee** – Ms. Carpenter - No Report.

   ii. **ACS Certification Committee** – Dr. Hizer – No Report.

   iii. **Curriculum Committee** – Dr. Baird informed the department that the committee rejected the proposed change to the math requirements for CHEM 1211. In other words, they are asking that CHEM 1211R be removed as a co-requisite for CHEM 1211 since it is not offered, and also to remove MATH 1111 as either a pre or co-requisite and putting “Eligibility for MATH 1113” as a pre-requisite.

   The committee is also requesting that the GCAC organize a meeting of all chemistry faculty to discuss strategies for improving student performance in CHEM 1211/1212, including the possibility of a placement test.

   Also, regarding GEOL 2010L was proposed as a new lab that will be a co-requisite to GEOL 2010. Therefore, the co-requisite GEOL 2010L needs to be added to the
requisites of GEOL 2010 to make the lab and lecture link together. The issue was brought to the table and the faculty voted 14 in favor and 2 against it.

The rationale regarding ENGR 1371 was that it covers topics that would be of use to physics majors. The faculty voted unanimously to have ENGR 1371 as an option besides CSCI 1301.

The Curriculum Committee voted 4-0 to change the name of CHEM 4300 from Advanced Instrumental Analysis to Advanced Analytical Chemistry. The faculty voted unanimously to have the name changed.

Apparently the BA in chemistry did not have the CHEM 4500 Seminar as a Major Field Course. The faculty voted all in favor of the addition of CHEM 4500 – Chemistry Seminar as a Major Field Course.

iv. Planning Committee – Dr. Nivens shared that the committee recommended the large purchases for the department. In addition, they also recommended two exploratory sub-committees to be formed next year: biochemistry and studio-physics.


vi. General Chemistry Committee – Dr. Brush - They will be meeting on April 3rd at 11 am.

B. Office Access – Ms. Mullenax brought up the safety issue concerning the faculty offices. Unfortunately, money has been stolen from Ms. Mullenax’s office as well as items for sale she had in SC 2302. Therefore, she urged the faculty to be more diligent in locking personal things in their cabinets and, if necessary, to leave their trash cans outside the offices for the cleaning crew to dispose of the trash.

C. Chem 4500 – Ms. Carpenter shared that this time around she was teaching CHEM 4500 in a different way. She passed around the grading sheet the faculty has been using to grade students’ presentation. She added that so far the grading sheet has been working very well. She has found out that in grading, the backside of the grading sheet has been the most useful to her because that backside is the part that actually defines what “Outstanding” is in each area.

There are two areas in the Scientific Understanding, which are the Presented Material and the Related Material in Q/A. Of those two areas, the Presented Material is weighed more heavily than the Related Material in Q/A. She asked the faculty that when evaluating the students’ performance, in terms of their understanding, to please try to segregate those two aspects.

Secondly, she asked the faculty to use their professional judgment when grading the Related Material, which she on purpose refers to it with that term.
Ms. Carpenter also distributed a paper sharing some important points on CHEM 4500.

D. Exit Interviews – Dr. Lynch put together a couple of surveys for the seniors to fill out in order to gather some information. The first survey is a career survey, which is mainly informational. The second one is a curriculum survey. Both surveys are self-explanatory. Dr. Lynch plans to mail the surveys to the students who graduated in December and have the ones graduating this spring filled them out prior to leaving.

E. Mathematica Site License – Dr. Lynch shared that the department has been approached by the Math Department about joining their Mathematica Site License. Presently, they have six machines and it cost them $2,000 a year. Computer Science may also be interested in joining.

There are two issues to take into consideration:
   a- Money: Would this be a wise investment for the department? Would this be something you use, where would you use it and how much would you use it? An important factor to consider would be where to place it into the curriculum since this would be the defining factor in deciding whether to purchase it or not.

   b- The second thing is where would we have it. Most likely, if Computer Science buys in, then we would go with them.

F. Department Lunch - Dr. Lynch decided this time around to have a departmental lunch instead of the traditional Spring Banquet. The seniors would be recognized in this lunch as well as the rest of the award winners. The lunch would be held on April 16 in Room 1407. Dr. Lynch offered to bake a couple of hams and bring some croissants. Everyone else is encouraged to bring side dishes.

V. Announcements
   A. Good News
      1. Shiloh Humes has been accepted in Veterinary School in Scotland.
      2. Derek Baudoin has been accepted at MCG.
      3. Ruth Usher has been accepted in Sixth Veterinary School

   B. Other
      1. Dr. Lynch encouraged the faculty to attend the Honors Convocation to be held on April 18 at 7pm. There we will be honoring two of the department’s graduates.
      2. The first two weeks of June Dr. Lynch will be out of town and Dr. Hizer will be available to take care of business.
      3. The Research and Science Symposium will take place on June 17 and the awards will be given on June 20th.

VI. Adjournment
    The meeting was adjourned at 1:04 pm.
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