DEPARTMENT OF CHEMISTRY AND PHYSICS  
FACULTY MEETING MINUTES  
November 19, 2007


Absent: Sabitra Brush

I. Call To Order: The meeting was called to order at 12:00 noon on November 19, 2007 in the Conference Room 2603. Dr. Will Lynch presided.

II. Approval of Minutes  
The Minutes of October 15th were approved as presented.

III. Old Business  
A- Physics Search Up-date – Dr. Baird informed the faculty that the Physics Search Committee is beginning a review of over 60 applications. The list will be narrowed in the next 10 days to a short list for background calls. The search is proceeding on schedule with interviews for late January.

B- MRR-Phase II – A contractor has been chosen and the contractor asked for access to the labs prior to the end of the semester. A schedule was sent to the contractor as to when they can enter the labs (SC 2102 and 2108). The contractors are not to disrupt classes. The work is proceeding on schedule and hopefully will be finished by the beginning of the spring semester.

C- Right to know – Annual Training - Dr. Lynch reminded the faculty of their responsibility in completing the 4 phases of RTK through the web orientation. This is to be completed prior to the end of the calendar year.

D- Chemical Inventory – Faculty were reminded that chemical inventories are due by the end of the calendar year. Student assistants are available to help with research labs (student assistants are handling the teaching labs); please contact Ms. Hizer if you would like assistance.

E- Advisement / Registration / Enrollment – Dr. Lynch reminded the faculty to turn in a list of students they advised during the fall advisement period. This is to help the department with equitable distribution of the advisement workload as well as provide solid information to contact our advisees. Enrollment numbers are very strong in a number of areas for the spring including organic I and II and the introductory physics sequences. A suggestion was made to communicate with the Registrar’s Office about re-occurring errors in pre-requisite flags in SHIP be undertaken. We have communicated this in the past and will do so again.

F- USG STEM – An up-date on the $210,000 award to AASU from the USG STEM initiative was given. This award will help support internal grants as well as provide resources for tutoring in chemistry and physics next semester. Dr. Lynch asked the faculty to provide names of potential tutors for next spring.

IV. New Business  
A- Committee Reports
i. Assessment Committee – Dr. Padgett “No Comment”. Dr. Lynch reminded everyone that CHEM 1211 and 1212 final exams are upon us and the Assessment Committee will need their information. A reminder will be sent out shortly as to the procedures.

ii. ACS Certification Committee – Dr. Hizer - No report.

iii. Curriculum Committee - Ms. Carpenter - No Report. Meeting to follow the department meeting.

iv. Planning Committee – Dr. Wallace encouraged everyone to e-mail him equipment issues along with a justification that the committee should be considering.

v. Safety Committee –Dr. Feske informed the department the safety kits have arrived and they will be mounted in the laboratories in the short term. Also, the department evacuation procedures are available for review (see attachment).

B- General Chemistry Committee – Dr. MacGowan reported a committee will meet next spring to select a text for general chemistry since Kotz, et. al. is publishing a new edition. The committee has prepared a lab final examination to assess laboratory skills for general chemistry. Next semester faculty are encouraged to give this examination during the final lab period of the semester and assign 5% of the total lab grade to the multiple choice exam.

C- Internships at Hoskins – Dr. Feske - There are new internship possibilities at Hoskins for the spring semester. Students should apply to Katie Staglian (staglka1@memorialhealth.com) by December 7th for this spring semester.

D- Orders – Dr. MacGowan - It was requested that orders for early spring semester be forwarded by the end of the first week in December. Dr. MacGowan also explained the new PO sheets that have been sent to the department and the difficulty of using them. Dr. Lynch had requested electronic PO’s to assist with ordering, however, they are not available. Furthermore, Dr. Lynch explained the department will have a new credit card and the changes associated with it.

E- Senior Lunch, Wednesday, November 28th –Dr. Lynch - We will have a luncheon (chili, soup and bread based) to honor our 4 graduating seniors. A sign-up sheet will be available shortly.

F- CHEM 4500 – Ms. Carpenter – Ms. Carpenter reviewed the rubric for evaluation student seminars and student papers for this semester. The rubric will become an important tool for our department to use in assessing student outcomes in our capstone seminar course.

G- External Review Board – Dr. Lynch – The concept of an external review board to examine our program was presented. This will give us greater contact with the community and also result in a potential for increased internship opportunities. Dr. Lynch requested faculty give this some consideration and send nominees and rationale of potential members.

H- Assessment / Learning Outcomes – Dr. Lynch – The current status of assessment for our programs was discussed. A task will be assigned to faculty groups to develop learning outcomes for disciplines in chemistry and physics. Faculty will be asked to complete these in the short term
so an outcomes matrix can be developed to assist with assessment planning. The following programs should expect review in the short term.
   i.  BA is triggered for program review next year.
   ii.  Physics – couple years off…

I-  AASU/SSU RFP – W. Lynch – A note was made of the RFP from VP Whitford related to teaching and learning initiatives between AASU and SSU. Faculty were encouraged to give consideration to this program.

J-  VOIP – It was requested that with increased savings using the new phone system that we place a phone in every laboratory for safety reasons. Dr. Lynch will inquire about this issue.

V.  Announcements
A-  End of semester dates / meetings. The following dates were announced.
   i.  Voluntary Peer Review of Teaching Meeting:  Monday, December 10 at 1pm.
   ii.  Chemistry Assessment Meeting – Wednesday, December 12 at noon.
   iii.  Graduation – Saturday, December 8 at 10am.
   iv.  Final Grades Due – December 18 by 4pm.
   v.  Teacher Quality Proposals Due – Early January 2008
   vi.  NSF-MRI – End of January 2008

B-  Good News
   i.  Kevin Edwards, BS Chemistry graduate was accepted to Morehouse Medical School.
   ii.  Soluman Culver, BS Chemistry major May 2008, has been accepted to Rosalind Franklin Medical School’s MD/PhD program in Chicago.
   iii.  ACS is holding a banquet for 50 year members on December 13 at the Hyatt downtown, cost $15. Among those recognized will be former GSU faculty member Robert Boxer, former GSU chemistry department head Bill Ponder and Member of ACS Board of Directors Gordon McCarty.
   iv.  Science Bowl will be hosted here on campus January 26 and February 23, volunteers are requested. More information to follow.
   v.  Dr. R. Berezniak, Assistant Dean for Academic Affairs At Lecom, College of Osteopathic Medicine, Bradenton, Florida will be here on November 30th in SC 1109 to discuss Medical School admissions.
   vi.  Cindi Lewis (formerly Edwards), a 2001 BS Chemistry graduate is working for BB&T Banking in Charlotte as an Environmental Risk Officer.

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