I. Call To Order: The meeting was called to order at 12:00 noon on April 15, 2009 in the Conference Room 2603. Dr. Will Lynch presided.

II. Standing Items
A. The Minutes from February 11, 2009 were approved with one modification. Under the Committee Reports for the Curriculum Committee, Item 1 should read PHYS 4991 instead of CHEM 4991.

In regards to the same item above, Mr. Jaynes informed the faculty that this is the only item that has not been approved because the Curriculum Committee wanted to look at the Chemistry Research due to the multiple number in the courses. The proposal from the Curr. Comm. Was a single research number rather than variable (i.e. 4991 vs. 4991,2,3)

B. Faculty Senate
1- Dr. Nivens informed the department that one of the items discussed during the last Faculty Senate’s meeting was that they will be putting an option for furloughs in the faculty’s next year contracts. According to the BOR, the President of the institution can choose to furlough any faculty up to a day, a month, etc., based on his/her budget decisions.

Ms. Carpenter recommended our faculty senators to request the Senate to develop an informational sheet that would explain what furloughs are based on the BOR’s policy.

2- Dr. Nivens also informed the department that approximately half the senate members want to development a version of e-FACE, which means that all course evaluations will be done on-line. This is a cost saving measure on the administering and processing of FACE compared to the paper version done presently.

3- The third item was regarding teaching ethics. Some people showed up to voice their concern because they argued that some of the faculty teaching ethics are not educated in moral theory. The Senate was not able to come to a conclusion regarding this matter because they ran out of time. The Senate will continue discussing the matter.

III. Committee Reports
A. Assessment Committee – Dr. Clifford Padgett informed the faculty that the curriculum committee looked at the lecture-laboratory grade versus the combined class grade for CHEM 1211, and found out that combining the lecture and laboratory grades increases the students’ class grade, lowers the number of GPA quality points the students receive and allows more of them to continue in chemistry rather than having the laboratory grade separated from the lecture grade.

The committee gave the following summary of the data:
19% of students who received an A in CHEM 1211, would have had a B in lecture only;
29% of students who received a B in CHEM 1211, would have had a C in lecture only;
30% of students who received a C in CHEM 1211, would have had a D in lecture only;
46% of students who received a D in CHEM 1211, would have had a F in lecture only;

You may refer to the data in Attachment #1.

B. General Chemistry Committee– Dr. MacGowan informed the department that the committee met a week ago and will be meeting again on April 27th to finalize the assessment quiz regarding CHEM 1212L.

Dr. MacGowan also reminded the faculty that have taught CHEM 1211 and 1212 to let her know their nominations for the General Chemistry Award, along with the lab grades, final lecture grades and ACS scores. These will include grades from the 2008 spring, summer and fall semesters.

C. Curriculum Committee – No Report

V-B- Registration - Item V B from the agenda regarding registration was moved up to this position. Dr. Lynch asked the curriculum committee to work on a departmental repeat policy, the proposal put forth for consideration would essentially move repeaters of our courses to the back of the registration line. The Math and the Biology Departments are also looking at the same item. Dr. Lynch would like to add the statement included in Attachment #2 to the “Progress Requirements” found in the catalog. Please, refer to Attachment #2 to view statement.

About six months ago the Faculty Senate asked Dr. Lynch for input regarding this matter and he provided them with some thoughts and data.

D. Experiential Activities - No Report
However, Ms. Mullenax informed the faculty that since she will be absent during the summer semester, the Physics Club drinks may not be available for that period of time.

E. Safety Committee - Dr. Smith informed us that the safety committee inquired if the university had any policy regarding the risk of transmission of blood borne pathogens during school activities and found out that there is no existing policy at this time. Please refer to Attachment #3 to find out what procedures to follow if bleeding injuries should occur. An Incident Report should be filled and be kept in the department’s office
regarding injuries. The faculty voted unanimously to adopt the policy. A copy of the policy will be posted next to the telephones in the labs.

This safety issue brought about concerns regarding evacuation routes procedures, which the safety committee will be looking into.

F. ACS Certification – No Report

G. Planning Committee – Dr. Nivens reported that some of the items that are on the purchase list are on hold pending budget.

IV. Old Business

A. Chemistry Search Update - Ms. Carpenter thanked everyone for their involvement in the search and for all their feedback; she received very many compliments from the candidates regarding the faculty. We had three on campus interviews that went very well. However, at this time the committee was unable to hire anyone for the position since the rationale was that in order to insure that we would hire a really highly qualified candidate for the tenure track position, we should wait and re-initiate the search next fall. Therefore, since we have the assurance from the administration that we will not lose this line, the search will, definitely, continue next year.

B. Physics Search Update - Dr. Baird also thanked the faculty for all the help during the physics search. Currently, we have a position offer out and are waiting for an answer.

V. New Business

A. Budget Situation - Dr. Lynch reported that financially speaking the department is in good shape. He added that we just received our budgets today and is looking into a purchasing plan for the remainder of the budget year. He proceeded to inform the faculty that Perkin Elmer has recently changed their purchasing policy and is now allowing customers to purchase equipment on 0% credit.

On another note, Dr. Lynch also informed the faculty that we are now being charged $30 a month for our telephones, including the phones that are in the labs, which have no outside lines. The phone bill amounts to $1,000.00 monthly.

B. Summer Activities – In regards to most of our summer courses, Dr. Lynch reported that they are strong and, overall, are solid across the board with the exception of a couple of courses with low enrollment that he thinks will catch up towards the end of the registration period.

Another thing regarding the budget is that apparently, the university is essentially going to do 0 budgeting for courses this summer. Essentially, what this means is that everybody’s course will be looked at from a profit / loss measurement; whether it breaks
even or not will be the determining factor whether a course makes or not. However, this is not an issue for the department due to the fact that our classes are solid.

Dr. Lynch also added that every student who is hired to work during the summer would have to go through “The Right to Know” process since it has to be on record. This is strictly for students who are being paid.

D. Dr. Lynch informed us that we have been given approval to do a one-year temporary search in chemistry. His sense is that this should be open and not disciplinary specific. An ad will, hopefully, be posted by the end of the week. He explained to those who may not know, that a temporary search is less rigorous in terms of what it is required of the department and groups involved.

VI. Announcements

A. Dr. Lynch asked the faculty to send him students’ pictures for the end of year slide show, which he will share during the end of year luncheon that will take place on May 4th, 2009 at noon in room 1407. Please think about what to serve and let him know.

Dr. Lynch also encouraged the faculty to attend the President’s Convocation today at 7pm in the Armstrong Center, as the department will recognize two of our students.

Erik Davis was accepted at Clemson University.
Timothy Fuller was accepted at Mercer University, School of Medicine.
Beau Kessler was accepted at Medical University of South Carolina College of Pharmacy, and Phillip Coleman was accepted at South University School of Pharmacy.

B. Dr. MacGowan announced that the Coastal GA section of the ACS is meeting on Thursday, April 23rd. The meeting will be held at the Moon River Brewery at 6pm. Refreshments will be provided. Please let her know a day in advance if you are planning to attend.

Also, Earth Day is on April 18, 2009 at Forsyth Park from 11am-3pm.

Dr. Brush has a funded grant through the Teacher Quality Program entitled: “Physical Science for Middle School Teachers” in the amount of $70,446. We congratulate her for that accomplishment.

We also congratulate Ms. Mullenax on her “Earth Science On The Coast” funded grant through the Teacher Quality Program in the amount of $38,375.00.

Dr. Lea Padgett reminded the faculty of the deadlines to purchase merchandise. You may view Attachment #4 to see dates.
VII. Adjournment
The meeting was adjourned at 1:21 pm

cc: Dr. Ellen V. Whitford, Vice-President of Academic Affairs – Dean of Faculty
Dr. George Shields, Dean, College of Science and Technology
Dr. Stephen Jodis, Assistant Dean, College of Science and Technology

ATTACHMENT #1
CHEM 1211 Data
### Lecture Lab Combined

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<th>Lab</th>
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### ATTACHMENT #2

#### Progress Requirements

A grade of C or better in all chemistry courses applied toward the major, and the successful completion of the chemistry exit exam are graduation requirements. If any
credit for major or related field courses is transferred from another college, the
department may require that it be validated by examination. All minors also require a C
or better in each course.

A grade of C or better in all physics courses applied toward the major and the successful
completion of the applied physics exit exam are graduation requirements.

CHEM 1211, 1212, 2101, 2102, PHYS 1111, 1111L, 1112, 1112L, 2211, 2211L, 2212,
2212L: If a student chooses to voluntarily withdraw from a course, he/she will not be
allowed to register for that same course until the registration period immediately prior to
the semester when the repeated course is offered (unless given permission from the
Department Head responsible for the course in question). During advanced registration,
students may not register for a course in the following semester while they are presently
registered for that specific course. They may re-register for a course only after final
grades are posted, during the registration period immediately prior to the subsequent
semester.

ATTACHMENT #3

Blood Borne Pathogen Policy

In the event of any emergency, contact Public Safety at 912-344-3333. If followed, the
measures listed below ensure that the risk of transmission of blood borne pathogens
during school activities remains extremely low:
1. The injured student should perform his/her own wound care whenever possible. Gloves should be used by persons providing care. Other students should not be asked to assist in controlling a bleeding injury, clean blood contaminated environmental surfaces, or handle contaminated materials.

2. Lacerations or wounds with substantial bleeding (more than superficial scratches or small lacerations), should be treated promptly. Blood on the skin of the injured student and on that of other students should be washed off thoroughly with soap and water or with pre-moistened towelettes. The injured student should be permitted to return to the activity only after the wound has been securely covered or wrapped.

3. Disposable toweling should be used to clean all environmental surfaces when blood is present. The surface should then be cleaned with a 10% household bleach solution (1 part household bleach mixed with 9 parts of water) mixed within 24 hours of use. Surfaces should be allowed to dry sufficiently to prevent possible injuries due to slipping during subsequent activities. Discard all soiled cleaning materials in a leak-proof plastic bag. Dispose of this bag in the biological waste receptacle in SC 2301.

4. Fill out an incident report and file it in the Chemistry Main Office.

Adapted from the Indiana Department of Health website:
http://www.in.gov/isdh/22862.htm 2/27/09

ATTACHMENT #4

TO: Department Heads, Deans, and Vice Presidents

FROM: David Carson, VP for Business and Finance

SUBJECT: Year-end close-out dates for the State
DATE: April 7, 2009

In order to close-out the FY2009 financial records to meet Georgia State Purchasing requirements, the following cut-off schedule will be in effect:

May 1 – submitting requisitions for purchases between $5,000.00 and 9,999.99 charged to FY 09 budgets

May 15 – submitting requisitions for purchases less than $5000 charged to FY 09 budgets and check requests for vendor payments for FY 09 (excludes utilities, bookstore, and catering. Call Jo Parrot at 344-3108 to discuss exceptions).

June 3 – cutoff for p-card purchases charged to FY09 budgets. Purchases made with the p-card after this date will be recorded against FY10 budgets.

June 25 – cutoff for travel and expense reimbursements charged to FY09 budget. Prepayments for travel after July 1st will be charged to FY10 budget.

Georgia State Regulations mandate that requests for travel reimbursement must be submitted within 30 days of return from trip.

Any additional budget adjustments must be handled by June 10.