DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
September 16, 2009


Absent: Dr. BarJean Phillips.

I. Call To Order: The meeting was called to order at 12:00 pm on September 16, 2009 in the Conference Room 2603. Dr. Will Lynch presided.

II. Introduction: Susan Arshack, Grants Director
Dr. Lynch introduced Susan Arshack, Grants Director from the Office of Sponsored Programs and thanked her for taking the time to come to get acquainted with the faculty and to answer some of our grant related questions. The faculty introduced themselves, their area of interest and then a round table exchange of information followed.

III. Standing Items
A- The Minutes from August 2009 were approved as presented.

B- Faculty Senate
1. First Faculty Senate. Dr. Nivens and Ms. Carpenter reported that the first Faculty Senate meeting took place on Monday, September 14, 2009. There was a bit of contention regarding why the meeting was not scheduled earlier in the semester.

2. E-Face was among the issues discussed, which ran in the summer for the first time, overall there was 27% average response. The Senate is concerned about the response rate and obtaining information regarding student feedback on teaching.

3. Furloughs. Another topic discussed was regarding furloughs, of which there is presently some discussion about a resolution from the Faculty Senate to the President of the University. The Faculty Senate is discussing making sure that we are within the guidelines, especially regarding the percentage taken off the salaries of 9-month faculty versus 12-month faculty, selection of furlough dates and giving the President of the University the option to furlough or not.

4. Summer Classes. There were some speculations regarding memos floating around concerning the options that will be available for next summer that have been decided upon with limited faculty input. A survey concerning the summer schedule was supposed to have been sent to get feedback from the faculty in regards to this issue. Apparently, the root of this problem seems to be the lack of communication among the Administration,
Senate President and Faculty Senate, which is kind of void of any input from faculty decision.

Dr. Lynch commented that the department was never solicited post summer session for input.

5. Miscellaneous.
   a. Dr. Nivens encouraged the faculty to make her or Ms. Carpenter aware of any other issues to be brought up before the Senate.
   b. Dr. Nivens expressed her concern regarding Ws and Repeaters.
   c. ORP. Dr. Nivens brought up the subject regarding ORP Retirement contributions, which were not made from the August 31/09 check till September 14/09. She did inquire about the reason behind the above matter and found out that, basically, ADP did not know how to pay for our health insurance, life insurance, etc. This matter involves the ADP System directly along with all the processes that have been imposed upon us. She expressed the desire to have some kind of resolution about the number of these forced issues and some of the problems that they are causing or could cause in the future. She stressed the fact that the faculty should make a statement concerning the lack of service involving HR in regards to this important matter.

IV. New Business
   A. Search Update
      1. Dr. Lynch shared that he has submitted data related to the recent history with instruction, number of students, sections, etc. related to all levels of our course offerings. Furthermore, he has indicated the number of tenure track positions in the department and the increased use of part-time instruction. This report is part of a comprehensive hiring plan that Dean Shields is putting together for the College (notably, for the departments of Biology, Chemistry and Physics and Mathematics). Dr. Lynch will be more than glad to share the data with anyone interested in seeing it.

      2. Dr. Lynch announced to the faculty that there is no new information related to the Physics temporary line at this time.

      3. Dr. Lynch shared that the tenure track search for an Assistant Professor of Chemistry has been approved. Dr. Feske has agreed to Chair the Search Committee comprised of Drs. Feske, Nivens, Wallace, Werner and Ms. Carpenter. Copies of the draft advertisement were distributed. Dr. Lynch’s recommendation is that the department search for a biochemistry to aid in instruction in that area as well as provide support in that area for undergraduate research activities.

   B. Budget Update – 2009-2010
      1. Dr. Lynch shared that the department received its first budget installment for this fiscal year. The reduction in materials and supplies is 12.5% versus 25% from last academic year. Travel budget returned to the department level. Much of this year’s
academic travel has been encumbered, therefore, if anyone is planning to travel, should
turn in his/her requests as soon as possible.

C. Spring 2010 Update
1. Dr. Lynch updated the faculty on planning for the spring schedule. One section of
CHEM 1211, 1211L, 1212 and 1212L is likely to be added as well as one section of
PHYS 2211/2211L. Core offerings by FT faculty will be minimal due to the increase in
these courses. Pressure is being felt on room availability and afternoon times for lectures
and mornings for labs will need to be further examined.

D. Item on Books Sales
1. Ms. Carpenter shared that about a decade ago the faculty had a discussion regarding
the people who come to purchase the complimentary books. At that time, many faculties
expressed the uncomfortable feeling about pocketing the money from these unsolicited
books. Therefore, Ms. Carpenter suggested using that money to establish a Student
Travel Fund and give it to students who desire to attend professional meetings. She made
a motion to establish the travel fund and the faculty voted unanimously in favor of it.

E. NSF - MRI
1. Dr. Lynch congratulated Dr. Feske and his group on the MRI grant that was funded
for a new TOF-LCMS at approximately $300,000.

F. NSF - CCLI
1. Dr. Lynch announced that the NSF has awarded a CCLI to the department. Money
from the grant will be available on January 1, 2010. We are considering hiring a couple
of students as early as January to start on the project. We will be hosting a 2-day guided
inquiry workshop, most likely, in May or June of 2010 related to the project. The award
for guided inquiry based green chemistry labs in general chemistry was for $192,000.

G. Committee Assignments
1. Dr. Lynch distributed committee updates and asked for feedback. Please refer to
Attachment #1.

H. CST Symposium Comments
1. The CST held a Symposium on Friday, September 11/09. Dr. Lynch asked the faculty
to let Dr. Feske know if there are any suggestions in regards to where the CST is trying to
move related to the SEA office. Dr. Feske has agreed to be the departmental
representative to the CST SEA office and serve on the steering committee. The Dean’s
secretary will be e-mailing a survey to gather faculty input on how the Symposium went
and future directions.

I. Building Update
1. Approximately $1.5 million dollars of stimulus money has been awarded to the
University from the State of Georgia to upgrade the Science Building, mostly in the area
of HVAC. At this point it is unclear if there will be money to retool specific rooms and/or
labs, but faculty should begin to think about this as a possibility and make recommendations to the department office.

J. Endnote
1. Dr. Lynch asked Dr. Lea Padgett to give a brief explanation of endnote since CIS is really encouraging the use of endnote on campus. Dr Padgett proceeded to explain that endnote is a reference management software package. Basically, what you do is type in or download the reference information about the articles you need as you find them and then when you want to write a document, you pull that reference information in and insert it. The software takes care of doing the correct formatting based on where you are submitting the manuscript. It also helps you search and organize source materials.

V. Old Business
A. SAACS response on SC 2302 usage
1. Dr. Werner shared that after meeting with the SAACS Officers in regards to using half of SC 2302 for Instrumentation and the other half for Computational Research, he was glad to report that contrary to speculation, the students were very understanding and there was not much of a strong opposition. The students, however, did express the concern about losing a gathering place, but were aware of the benefits that the conversion would mean to the department. Discussion concerning alternative locations in the Science Center that might be converted into a gathering place included enclosing one of the seating areas.

B. Calendar Update
1. An updated calendar was distributed. Emphasis was given to be aware that 2nd Year Retention regarding Dr. Secrest has been moved forward by about one month on the calendar to begin in December. Also, the CST T & P Committee was inserted on all Tenure, Promotion, Pre-Tenure and Post-Tenure decisions and this moved the calendar forward by approximately 4 weeks. Please refer to Attachment #2.

C. Foundation Accounts
1. Information regarding the status of the two major foundation accounts was distributed.

D. Other
1. Dr. Lynch shared that he had the opportunity to talk to President Bleicken during the Symposium. President Bleicken showed interest in both General Chemistry and the Physics Studio, which she would very much like to visit in the near future. Dr Lynch will discuss the latter with the Physics faculty later on.

V. Announcements
A. Good News
1. Dr. Clifford Padgett has published a chapter in the series, Advances in Intelligent and Soft Computing, Volume 58 titled “Applications of Soft Computing, From Theory to Praxis”. The Chapter title co-authored with Dr. Ashraf Saad of the Department of Computer Science on pages 181-189 is “Genetic Algorithms in Chemistry: Success or Failure is in the Genes”
2. John Stone, recent graduate and PhD graduate of University of South Carolina is looking to be a faculty member at a research institution following his post-doc at Vanderbilt Medical School.

VI. Adjournment
The meeting was adjourned at 1:30pm.

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

Department of Chemistry and Physics

Committee List

Assessment Committee:
1. Review / monitor assessment tools in place at other institutions and at AASU for improvement.
2. Tabulate assessment results and present data and make recommendations for improving the department.
3. Evaluate the effect of general chemistry lab/lecture combination and make recommendation to the Curr. Comm.
4. Develop tracking mechanism for majors throughout their progression.
5. Review Tenure and Promotion guidelines and make recommendations to the department as well as forms for evaluation of faculty.

Curriculum Committee:
1. Review catalog for accuracy
2. Review degree programs in chemistry – BA vs. BS vs. BS-Cert
3. Examine upper level chemistry offerings, rotation, lecture / lab content
4. Examine upper level physics offerings, rotation, lecture / lab content
5. Examine impact of “C or better” policy.
7. Examine the co req requirement for general chemistry lab.
8. Examine room usage and times for studio physics.

ACS Certification Committee:
1. Review ACS Annual Report
2. Collect CHEM 3900 and 4991 reports for recertification
3. Discuss evaluation of CHEM 4991 materials, process and rigor.
4. Evaluate all oral and written presentations for ACS Certification and Honors in the Major and certify candidates for the major
5. Discuss in conjunction the CC the degree program for ACS Cert.

Experiential Activities Committee:
1. Examine and coordinate outreach activities – ensure safety and departmental participation
2. Update graduate school information and act as point for website development
3. Compile outreach activities and PR materials for website development.
4. Evaluate all oral and written presentations for internships.
5. Serve as point for internship opportunities for the department.

Planning Committee:
1. Develop major instrumentation / technology plan for the department that includes establishing goals for the department
   a. Current and future instrumentation needs for department
b. Technology / software needs and applications for the unit
c. Space recommendations

2. Examine Foundation accounts (Kolodny #333 and #189) and make recommendations for their modifications, use and enhancement.
   General Chemistry Committee:
   1. Development of student learning objectives for lecture and lab consistent with ACS guidelines
   2. Each semester develop a schedule of activities for the laboratory
   3. Evaluate that disciplinary “needs” are being met through laboratory and lecture content.
   4. Assist in implementation of Guided Inquiry based labs.

Safety and Waste Disposal:
   1. Monitor and facilitate waste disposal
   2. Evaluate safety guidelines and their implementation in the department
   3. Consider lab coat policy in all chemistry labs

Assessment: Cliff Padgett*, Donna Mullenax, Cathy MacGowan
Planning: Delana Nivens*, Todd Hizer, Leon Jaynes, Eric Werner
Physics Curriculum: Leon Jaynes*, Bill Baird, Jeffery Secrest
Chemistry Curriculum: Suzanne Carpenter, Brent Feske, Joshua Smith
General Chemistry: Lea Padgett*, Sabitra Brush, Cathy MacGowan, Cliff Padgett
ACS: Eric Werner, Todd Hizer, Richard Wallace
Safety: Yvonne Hizer*, Jeffery Secrest, Joshua Smith, Lea Padgett
Outreach/ Exp. Activities: Donna Mullenax*, Leon Jaynes, Sabitra Brush

Faculty Welfare: Clifford Padgett
College Tenure and Promotion: Richard Wallace
College Curriculum Committee: Cathy MacGowan
SEA Steering Committee: Brent Feske
Faculty Senate: Delana Nivens, Suzanne Carpenter
Writing: Bill Baird
Interdisciplinary Committee: Joshua Smith
Faculty Development: Brent Feske
University Curriculum Committee: Leon Jaynes
First Year Experience (FYE) Committee: Suzy Carpenter
First Year Experience (FYE) Task Force Suzy Carpenter
Senate Constitution and Bylaws Committee Suzy Carpenter (Fac. Senate)
Honors Program – Delana Nivens (Fac. Senate)
Research and Scholarship – Delana Nivens (Fac. Senate)
Attachment #2
Important Academic Dates for Faculty - 2009-2010

**Tenure and Promotion**
September 15 – Formation of Tenure and / or Promotion Committee
September 15 – Applications for Tenure and / or Promotion due to Department
October 31 – T&P Committee Recommendation due to the Department Head
November 7 – T&P: Department Head Recommendation due to the Dean

*2nd Year Retention (Secrest)*
December 1 – Retention Applications Due to Department Head
December 1 – Formation of Retention Committee
January 8 - Retention Committee Recommendation due to Department Head
January 15 – Department Head Recommendation due to Dean
January 29 – Retention Recommendations due to VPAA

*Post-Tenure Review (Brush, Carpenter, MacGowan)*
January 13 – Post-Tenure Review Portfolios Due to Department Head
January 6 – Formation of Post-Tenure Review Committee
February 10 - Post-Tenure Review Recommendations due to Department Head
February 17 – Dept. Head Post-Tenure Review Recommendations due to CST T&P Committee
March 17 – Post-Tenure Review Recommendations due to Dean
March 31 – Post-Tenure Review Recommendations due to VPAA

*Pre-Tenure Review / Retention (Smith, Werner)*
February 3 – Pre-Tenure Review / Retention Applications Due to Department Head
January 27 – Formation of Pre-Tenure Review / Retention Committee
March 3 – Retention Committee Recommendations due to Department Head
March 10 – Dept. Head Pre-Tenure Review / Recommendations due to CST T&P Committee
April 7 – Pre-Tenure Review / Retention Recommendation due to Dean
April 21 – Pre-Tenure Review / Retention Recommendation due to VPAA

*Retention (Feske, Padgett, Baird, Mullenax)*
March 3 – Retention Applications Due to Department Head
February 24 – Formation of Retention Committee
March 31 – Retention Committee Recommendations due to Department Head
April 7 – Department Head Retention Recommendation due to Dean
April 21 – Pre-Tenure Review / Retention Recommendation due to VPAA

APARs (all faculty)**** (this date likely to change due to FACE information)
Mid-January – Annual Professional Activity Reports Due
February 16 – AFEs Due to Dean of College of Science and Technology
Note: Smith & Werner are being evaluated for pre-tenure review & retention in 2011-12 (5th Y) (4th Y). Padgett & Feske are being evaluated for retention 2011-12 (6th Y).
Baird is waiting on Tenure
Secrest – 2nd year retention, 2010-2011.

Faculty Senate Meetings:
Sept. 14, Oct. 19, Nov. 9, Dec. 7

Department Meetings:
Sept. 16, October 21, November 11, Dec. 9th (if called)

Dates of note:
Sept. 7, Labor Day
Oct. 8, Mid-Term
Oct. 12-13, Fall Break
Nov. 25-27, Thanksgiving
Dec. 7, Last day of class

Physics Planning Meetings (R at 1 pm)

Aug. 27
Sept. 10, 24
Oct. 8, 22
Nov. 5, 19

Chemistry Planning Meetings (F at 12 pm)
Aug. 28
Sept. 18
Oct. 2, 16, 30
Nov. 13
Dec. 4