DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
November 11, 2009


Absent: Lea Padgett and Richard Wallace.

I. Call To Order: The meeting was called to order at 12:00 pm on November 11, 2009 in the Conference Room 2603. Dr. Will Lynch presided.

II. Standing Items
A. The Minutes from October 21, 2009 were approved as presented.

B. Faculty Senate
1. Ms. Carpenter announced that Dr. Clifford Padgett has been selected to be a member of the committee that will work on developing the Resolution for the President of the University regarding furloughs. She encouraged everyone to share any comments with Dr. Padgett, the Senate hopes to have a resolution to approve in December.

2. Ms. Carpenter also shared that because of the creation of the College of Science and Technology and the merging of three departments into ICE, a re-apportionment of the Senators was triggered. As a result of this, some of the departments may change the number of seats starting next fall. We were not affected by this; the department remains with two seats. Something worth mentioning was that the Department of Communication Sciences and Disorders was eliminated due to the fact that it had become a program during the summer and because senators are determined on a departmental level, this department lost its seat.

III. Committee Reports
A. Assessment Committee
1. Dr. Padgett reminded everyone of the upcoming ACS exams administration, we are now requiring students to write their student ID number on the exams to aid in tracking student through our curriculum.

B. General Chemistry Committee – No Report.

C. Curriculum Committee/Chemistry – No official report, but Dr. Smith reminded the faculty that regarding the proposal to separate CHEM 1211 lecture from lab, the chemistry faculty met and voted to leave as it presently is. In regards to the proposal pertaining to the MATH requirements for General Chemistry, the matter remains tabled and a called meeting will be held to further discuss.
Dr. Lynch added that he had a long conversation with Greg Anderson regarding the administration of a placement exam. Mr. Anderson seems to think that they do have the ability to administer the placement exam, which would be run first thing in the AM, grade and have results ready for registration, which is early afternoon.

Dr. Lynch also mentioned that the chemistry faculty voted to require students to retake the lab in General Chemistry. Right now we have the option of taking their old lab score, but the new policy, which will have effect on January 2010, will force all students to retake the lab. Please refer to Attachment #1.

Curriculum Committee/Physics – No Report

D. Exp. Activities Committee – No Report, but Ms. Mullenax asked the faculty to mark in their calendars February 6 and February 27 for the Science Bowl.

E. Safety Committee – Ms. Hizer reported that both Dr. Lea Padgett and herself revised the Safety document for General Chemistry and agreed to edit its contents. Besides editing the contents of the document, there was an added item under Student Responsibilities. Namely, MSDS sheets for all chemicals are now available in both General Chemistry and organic labs.

The faculty voted unanimously in favor of editing and adding to the document. Please refer to Attachment #2.

F. ACS Certification Committee - Dr. Werner shared that Katie Verges has applied for the ACS Certified degree. She turned in her paper and it has been reviewed. Ms. Verges will be certified this December.

G. Planning Committee – The Committee met on September 29 to review the charge provided by Dr. Lynch, which included two items as follows:

1. Develop major instrumentation/technology plan for the department that includes establishing goals for the department
   a. Current and future instrumentation needs for the 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 modification, use and enhancement.”

The Committee reviewed the purchases made last year and has made additions to the list. Other additions will be accepted through the month of December so that purchases can be made early in January.

Currently the department is facing space issues and is asking the faculty for ideas on how to create space.
Another item that was discussed was the Kolodny scholarship. The committee is contemplating the revision of the MOU. For more details regarding the items discussed in the meeting, please refer to Attachment #3.

IV. Old Business
A. Biochemistry Search Update – Dr. Feske shared that we have a very large pool of applicants the time frame is still to attempt to interview prior to the holiday break.

Dr. Lynch reminded us that the CST put together a hiring plan. The hiring plan consisted of many components, but one of the issues raised in terms of short term hiring, was additional hires to address the real need that we have in the CST. That plan included the recommendation to hire two to three chemistry faculty as well as two to three physics faculty. In the event that in the short term we are allowed to run a search, we need to be ready to move quickly. The physics faculty has stated very clearly in their planning document what the disciplinary area for a physics search. Dr. Lynch asked the chemistry faculty that in view of the present situation to please think about the disciplinary area of a potential hire.

B. Planning
1. Dr. Lynch reminded the faculty about the scheduled photo shoot for November 20/09. He encouraged the faculty to ask the students to come in between 1-3pm on that day. The plan is to visit both the Organic and General Chemistry labs as well as research students in chemistry and physics. The photos will be PR type photos that we will use in recruiting.

C. Senior Lunch
1. Dr. Lynch announced that we will have our departmental luncheon on Monday, December 7/09. He asked for information and photos of any graduating seniors.

2. Dr. Clifford Padgett reminded us that poster sessions will be on November 18 from 11-1pm and CHEM 4500 seminars will take place on November 30th, December 2nd and December 4th beginning at noon.

V. New Business
A. CST Curriculum Committee - Dr. MacGowan shared that Dr. Jodis asked the Committee members on behalf of Dean Shields to look at and discuss with their departmental colleagues the number of discipline specific courses required within their respective programs. Please refer to Attachment #4 for more details.

V. Announcements
A. Good News
1. Ms. Carpenter announced that Denis Tibah, a 2006 graduate, who has been working with GAF Material Corporation, was recently promoted to Research Associate and will be moving to the Research and Development wing based in Dallas, Texas.

2. We congratulate Dr. Werner on his recent publication.

VI. Adjournment
The meeting was adjourned at 12:58pm.

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

General Chemistry Curriculum Meeting


The chemistry faculty/staff met on Nov. 4, 2009 to discuss items related to the General Chemistry sequence in our department.

Item 1: On the issue of changing the course credit distribution of CHEM 1211 (3-3-4) and CHEM 1212 (3-3-4) to CHEM 1211 (3-0-3), CHEM 1211L (0-3-1), CHEM 1212 (3-0-3), CHEM 1212L (0-3-1),

Discussion centered around the grade distribution from the past few years and the advantage to the GPA related to quality points if the courses are separated, the physical space and section requirements, and the number of students impacted.

The faculty voted 9-1-2 to not recommend splitting lecture and lab (leave as is).

Item 2: The issue of allowing students to use a previous lab grade in CHEM 1211 and CHEM 1212 when repeating.

Discussion was focused on the value of students retaking the laboratory when repeating the course to support their understanding of the fundamentals of the theory of general chemistry.

NEW DEPARTMENTAL POLICY (Effective January 2010 for Spring 2010 semester).

All students repeating either CHEM 1211 or CHEM 1212 will be required to retake the laboratory portion of the course as well. Students will NOT be allowed to use a previous lab grade when repeating either CHEM 1211 or CHEM 1212.

The faculty voted 12-0-0 to approve this policy.

Item 3: What effective laboratory performance is in our program.

Presently, students are required to score a 60% in laboratory in order to receive a passing grade in CHEM 1211 or CHEM 1212. Discussion centered around the value of changing this to a 70% in line with our “C or better” policy instituted this academic year.

The faculty decided to take no action at this time.

Item 4: The appropriate pre-requisite / co-requisite requirements for CHEM 1211. A roundtable discussion of the requirements for general chemistry I and the appropriateness of remediation for certain students. Discussion was related to an entrance exam, using the SAT MATH score, recitation and CHEM 1151. The issue of if 1151 would instruct the students on what we felt the needed to be successful in CHEM 1211 was a center of discussion and whether a separate course might be better. Further discussion to follow on this topic.
ATTACHMENT #2

Safety Practices in the Introductory Chemistry Laboratory

Safety in the chemistry laboratory involves a cautious attitude and an awareness of potential hazards. Potential accidents can usually be anticipated and prevented. When safety precautions are followed, fewer accidents occur. The number of laboratory accidents can be reduced if every student follows all the directions given for the experiment and by the instructor. Special note should be taken of specific instructions given in an experiment to avoid recognized hazards.

General Regulations

1. The University is not responsible for damage to personal effects.
2. Whenever students are performing authorized experiments in the laboratory, an instructor is expected to be present.
3. Report the breakage of glassware and/or laboratory equipment to the laboratory instructor immediately. Your laboratory instructor will clean up and dispose of all broken glassware and equipment.
4. Failure to comply with laboratory rules and regulations will result in expulsion from the laboratory and referral to the Department Head for further action.

Student Responsibilities

1. Locate the safety equipment: eyewash, safety shower, fire extinguishers, first-aid kit and all exits that are to be used in an emergency. MSDS sheets for all chemicals are available in the lab.
2. Wear safety goggles at all times while working in the laboratory.
3. Tie long hair back.
4. Wear shoes that cover your feet completely. Since broken glass and spilled chemicals are all too common occurrences in lab, your feet need more protection than that offered by open-toed shoes or sandals.
5. Wear clothes that provide you with the maximum protection and coverage possible.
6. Food and drink are not allowed in the laboratory.
7. To prevent the entry of any chemical substance into your mouth, do not put any object, such as pens, pencils, or fingers, into your mouth. After lab is finished and before leaving the laboratory, wash your hands with soap and water.
8. Do not taste or smell chemicals. If you are directed to note an odor in an experimental procedure, use your hand to waft the odor to your nose.
9. The use of any personal entertainment device is prohibited in the laboratory.

Housekeeping Rules

1. Obtain stock chemicals using beakers from your laboratory drawer.
2. Read the label on all stock solutions and chemicals carefully.
3. Take no more of a chemical than the experimental procedure requires. Read the procedure carefully to determine the quantity of each stock solution and/or chemical you need. Obtain only that amount. If you take too much, share with your neighbor. Do not return the excess to the stock container; this will contaminate the stock solution.

4. Do not insert a dropper or pipet into a stock solution container. Pour a small amount of the stock solution into a beaker and then insert your dropper or pipet into the beaker.

5. Report all chemical spills to your laboratory instructor. Clean up all solid and liquid spills immediately.

6. Do not pour any chemical into the sink or disposed of any chemical in the trash without prior authorization.

7. Do not put paper or solid waste into the sinks.

**Accident and Emergency Procedures**

1. Report any accident, no matter how small, to the laboratory instructor. If necessary, the instructor will give a written report of the incident to the Department Head.

2. Should an incident occur and a staff or faculty member is not immediately available, follow the procedures outlined in the Emergency procedures for students needing medical aid, which is posted in the laboratory room.

**Medical or Hospitalization Insurance Information**

You are not covered by medical or hospitalization insurance through Armstrong Atlantic State University. If you are involved in an accident, all medical expenses will be your or your guardian’s responsibility. If appropriate, please check with your guardian to see whether you are covered by medical insurance.
ATTACHMENT #3

Planning Committee Minutes
September 29, 2009
12:00

Present: Nivens (chair), Hizer, Jaynes, Werner
Guests: Smith

The committee reviewed the charge provided by Dr. Lynch.
“1. Develop major instrumentation/technology plan for the department that includes establishing goals for the department
   d. Current and future instrumentation needs for the department
   e. Technology/software needs and applications for the unit
   f. Space recommendations
2. Examine Foundation accounts (Kolodny #333 and #189) and make recommendations for their modification, use and enhancement.”

We reviewed the purchases from last year’s list. Purchased were: electroporator, analytical balances for quant, instrumental and inorganic research lab, microwave reaction chamber, CE repairs, departmental video camera (2010 fiscal year), organic lab vacuum pump, heat engine efficiency experiment kit, centrifuge rotor, shaker accessories, vortex-mixer, micropipettes, desktop for 1407, dismembrator, 5 computers for upper division physics; access to Mathematica (instead of Mathcad); departmental lap-top.

Reviewed additions to the plan. Additions are attached to a new list. Other additions are being accepted through December so that we can make purchases early in January before finances are further cut (potentially). We have requested information from the physics division to provide the committee with the full listing of equipment needs to outfit the current geology lab for physics instruction in anticipation of additional physics students from Georgia tech. Mr. Jaynes will provide us that info at the next meeting.

The purchasing of new equipment plus the addition of new equipment through grants necessitated the placement of ‘Space Recommendations’ onto the planning committee charge. Since this was a new item, we discussed it for a significant amount of time. While not ready for a full departmental recommendation, we would like feedback on the following discussed items:

1.) We are considering asking that the department combine the teaching of physical chemistry and inorganic chemistry into the current inorganic teaching laboratory. We would then convert the physical chemistry laboratory space into “overflow physical analysis lab.” Instrumentation that is often used by physical chemistry and inorganic chemistry students (somewhat more so than analytical students) would be moved to that room. Thus, we would move the following a.) XRF; b.) TGA, c.) DSC; d.) one UV-VIS (place new one in the instrument lab and move older model to Pchem lab) e.) XRD (if received, from grant purchase); f.) Raman , if more space is needed. This would require
input from all physical and inorganic chemistry faculty as well as those that use this equipment for other classes (like instrumental).

2.) Moving this equipment would allow the LC-MS to fit into the current instrumental laboratory and would keep most of the chromatography instrumentation together.

3.) We discussed potentially, when a new GC-MS is purchased, moving one of the older GC-MS’ s to the Organic instrument room so that organic students would have better GC-MS access and space would be available in the current instrument room. This would require input from the organic chemistry faculty.

4.) Conversion of the student room. 2 items will necessitate converting this room to instrumentation (aside from the potential conversion of physical chemistry). The items are a.) Hiring a biochemist and b.) Acquiring the TEM from the MRIR^2 grant. A new biochemist, while being able to use some space and equipment in the biochemistry teaching lab, will need hood and other research space. Cliff’s space would need to be moved. Cliff could be given the option to move to the pchem teaching lab, but if it is full of instruments, that may not be a viable option. The committee also felt that he would want his computers more “isolated” than in a teaching lab, so the student room would make a good choice. Measurements also indicate that the TEM would need at least a 10 x 10 space with low use due to the need to minimize vibrations. The only place it could go would be a lab space without significant student foot traffic. Thus converting the current “student” space to a research laboratory is under consideration. We feel that one of the current lounge areas could be blocked off with windows and a door (like Cynthia Graves office) for a student study area. The committee seems at this point to prefer the area by the vending machines for this purpose.

Finally, the committee discussed the Kolodny scholarship that we did not award last year. We discussed potentially making changes in the MOU to revise the dates of award to allow the scholarship to be given to students who indicate on their application that they wish to use funds to travel to a meeting. We could have a rolling date of application as opposed to only allowing students to apply in or around March. We would need to talk with Terri Harris and others to make sure that the funds could be disbursed to students at different times. Student applications would be changed to add a line to describe additional contributions to the department, such as undergraduate research or laboratory assistant (instead of just membership in one of our clubs) and also a line to indicate whether or not they wish to use the funds for certain purposes (such as travel). The committee would welcome input on this topic before we meet again to formally make changes for a vote by the department.

The meeting adjourned at 1:00.

The next meeting will be scheduled in Doodle for sometime in early November.

Delana Nivens, Chair
ATTACHMENT #4

CST Curriculum Committee Note

Nov. 2009

MISCELLANEOUS BUSINESS

1. It was suggested to Dr. Jodis to send out the FAQ for Curriculum Format to members of the committee and the department heads of the College.

2. Dr. Jodis asked Committee members, on behalf of Dean Shields, to look at and discuss with their departmental colleagues, the number of discipline specific courses required within their respective programs. The topic has come up in meetings regarding program flexibility, ability of students to possibly pursue a minor, faculty workload, and course scheduling (from student view and departmental view).