I. Call To Order: The meeting was called to order at 1:00pm on August 13, 2010 in Room 2502. Dr. Will Lynch presided.

II. Welcome, Introductions
A. Dr. Lynch welcomed the entire faculty to the new academic year, but especially the six new faculty that have joined the department. He proceeded to introduce the new faculty, Dr. Elaine Bailey, Ms. Nin Dingra, Dr. William Pearl, Dr. Jon Sanborn, Dr. Poorani Shanthakumar and Dr. Faustina Smith and said that he was looking forward to working with each and everyone.

III. New Business
A. Faculty Senate – Ms. Carpenter informed us that the Faculty Senate was meeting on Monday, August 16. At that time all the standing committees will be instructed to hold a meeting to elect a permanent chair for each committee.

   i. Nomination – Dr. Lynch proceeded with the nomination for the Faculty Senate. Presently, Dr. MacGowan is finishing up the remainder of the term for Dr. Nivens for which there is one more year left. Therefore, we need to elect an alternate for Dr. MacGowan, which entails a one year commitment. Dr. Lynch would like the nominations by Wednesday and encouraged everyone to first speak to the person you wish to nominate prior to nominating him or her.

B. Fall 2010 Semester Update
   i- Enrollments – Enrollments in the department have significantly increased this fall; we are up 17% in CHEM 1151, up 36% in CHEM 1211 and up 36% in PHYS 2211.

   ii. Attendance Verification – A reminder was made to complete the attendance verification by Friday, especially because it is important to the students and their financial aid status.

Dr. Lynch reminded everyone who is teaching CHEM 1211 about the administration of the Toledo exams on the very first day of class. Emphasis was made to remind students to put their student id number on the exams.
iii. Labs – Ms. Roach reminded everyone that ultimately the instructor is the one who is responsible for setting up the lab and for cleaning it afterwards.

Dr. Lynch took the opportunity to also remind everyone about the tutoring center located in Solms and that we are currently looking for tutors. Students who would like to tutor are paid minimum wage, which is $7.25 an hour.

C. Budget 2010/2011- Presently, the department is in the same position as last year in regards to the budget. We have not taken any cuts this year and we should be in a solid position especially due to the enrollment increase, which entails more lab fees.

Dr. Lynch mentioned the foundation accounts that the department has, namely, the account #189 for General Chemistry; account #190, which is set up to support student travel and account 333, which supports the Kolodny Scholarship only fund. Last year nine students were supported through this scholarship fund.

D. Travel 2010/2011 – This year we will also have the same travel allocation as last year. Dr. Lynch encouraged the faculty to think about travel intentions and notify him as soon as possible.

E. Administrative Searches – Dr. Lynch mentioned that it would be nice if the department would be represented in the Vice President search. Everyone was encouraged to either e-mail President Bleicken directly or to let Dr. Jodis know about their desire to participate in this search so that Dr. Jodis could endorse faculty in our College.

Regarding the Dean’s search, Dr. Jodis has no knowledge of the timeline for a permanent Dean search, the Department heads have discussed the item and would prefer not to initiate this search until after the Vice President’s office is filled.

F. Faculty Searches - The department has been awarded two tenure track searches to fill in the Biochemistry line and Dr. Werner’s line. Presently, there are no searches planned related to the conversion of the other 4 temporary lines (3 chem, 1 phys) to tenure track.

G. Dr. Bleicken’s Visit - President Bleicken’s visit is scheduled for Wednesday 18 at 12:15 in room 2502.

H. 75 Notable Alumni – The department was very well represented by the following alumni: Juan Aragon, Dr. Marion Gotz, Dr. David Ha, Otto Hohnerlein, Ralph Smith and Dr. Jarret Walsh. As you can see, six out of the 75 notable alumni came out from our shop.

I. Inauguration – President Bleicken’s inauguration will be held on September 17 at 2 p.m. Faculty participating are expected to be in full regalia. We have been instructed not to cancel any classes but to be creative with the same if we plan to attend since we do have an academic mission to fulfill.
J. Spring 2011 Items – We need to start thinking about how the department will be handling the General Chemistry labs, the Organic labs and the Physics Studio in regards to adding new sections for these courses and creating space before the spring semester begins in January 2011. Dr. Lynch is looking forward to being able to offer Biochemistry I all year round because of its demand. He also expressed the desire to place as many as four 4000 level chemistry courses in the schedule, which would mean that everyone needs to start thinking about what courses he or she would like to teach in the 4000 level, which are two hour classes.

K. Committees / Department -Dr. Lynch will be sending a list of the department’s committees within the next few weeks. He would like to first find out where faculty would like to be involved in College and University responsibilities before committing to anything else. He pointed out that even though service is very important it could also be overwhelming if you do not plan accordingly.

L. Committees / College – Dr. Lynch up-dated the faculty in regards to the College Committees. Dr. Wallace will remain chair of Tenure and Promotion; he has two more years left. Dr. MacGowan’s Curriculum Committee term is up and Dr. Lynch would like to have nominations promptly by Wednesday. Dr. MacGowan is eligible to serve a second term. Dr. Feske will remain in the SEA STEM Committee.

M. Calendar 2010/2011 – A calendar with important academic dates is attached; please Refer to attachment #1, which is self-explanatory. Dates are subject to change.

N. S-STEM Scholars – Ms. Carpenter informed the faculty that since Dr. Greenlaw resigned from his faculty position, she is now the PI of the NSF grant that funds scholarships for students in the CST in science, technology, engineering and math. Ms. Carpenter added that there is a bulletin board next to room 2003 that lets students know how to apply for this scholarship. Also, the CST website has the information posted there.

Dr. Lynch took this opportunity to make mention of the CHEM majors who were awarded this scholarship and encouraged the faculty to congratulate them. The following students were the recipients of this scholarship: Elizabeth Bates, Ryan Calton, Erica Cooper, Misti Gurley, Rodman Singleton and Laura Wright.

O. Other – Academic Affairs is instituting a plan for a call for Instructional Technology to be supported by student technology fees. Dr. Lynch expressed the desire to use this as a source to get the instrumentation that the department which we consider instructional technology.

IV. Old Business
A. CHEM 1200
Dr. Lynch explained the reasons why the department pursued adding the CHEM 1200 course last academic year. First of all, CHEM 1200 is a two hour-lecture course designed to help students who lack a strong background in both math and science. Secondly, from
a faculty workload perspective, the department would rather commit to a two-hour course than 6 hours on lecture and lab to unprepared students for who the data indicates they will struggle. Also, the department would like to keep and help these students instead of losing them. A meeting of chemistry will be held in the short term to discuss the issue in detail.

B. Strategic Plans for Programs – The department has always had a Planning Committee and this seems to be a good year to start thinking about re-organizing this committee. Dr. Lynch expressed the desire to re-structure the committee into two, one for the chemistry side and one for the physics. The committees would then report on department meetings.

V. Announcements
A. The ACS Coastal GA Section will be meeting on September 23rd/2010. The speaker will be Dr. Carroll.
B. The ACS Coastal GA Section will have its Low Country Boil on October 29/2010 at the Bamboo Farms at 6:00pm.
C. The Regional Science Bowl competition will be held on early February here on campus.
D. Congratulations are in order to the following instructors and their recent publications:


Wallace, R. “Papayas: An Exotic Fruit Worth a Closer Look” Southeastern Palms, 2010


VI. Adjournment
The meeting was adjourned at 2:12pm.

cc: Dr. Anne Thompson, Interim Vice-President of Academic Affairs – Dean of Faculty
Dr. Stephen Jodis, Interim Dean, College of Science and Technology
Dr. Delana Nivens, Interim Assistant Dean, College of Science and Technology
Attachment #1

Important Academic Dates for Faculty - 2010-2011 (dates are tentative)

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

3rd Year Retention (Secrest)
September 6 – Formation of Retention Committee
September 6 – Retention Applications Due to Department Head
October 10 - Retention Committee Recommendation due to Department Head
October 15 - Retention Committee Recommendation due to Dean

Post-Tenure Review (Names)
February 20 – Post-Tenure Review Portfolios Due to Department Head
February 20 – Formation of Post-Tenure Review Committee
March 10  – Post-Tenure Review Recommendations due to Department Head
March 25 – Post-Tenure Review Recommendations due to Dean

Retention (Feske, B.; Padgett, C., Smith, J. (6th year) Secrest, J. (4th Year); Mullenax, D.;
annual)
February 20 – Retention Applications Due to Department Head
February 20 – Formation of Retention Committee
March 31 – Retention Committee Recommendations due to Department Head
April 7 – Retention Recommendation due to Dean

APARs (all faculty)**** (this date likely to change due to FACE information)
Mid-January – Annual Professional Activity Reports Due
Mid-February 16 – APARs / AFEs Due to Dean of College of Science and Technology

Faculty Senate Meetings:
Sept. 20, Oct. 18, Nov. 15, Jan. 24, Feb. 21, March 21, Apr 18

Department Meetings:

Dates of note – Fall 2010                         Dates of note – Spring 2011
Aug. 16, first day of class                      Jan 10, first day of class
Sept. 6, Labor Day                               Jan 17, MLK Day
Oct. 6, Mid-Term                                 March 2, Mid-Term
Oct. 11-12, Fall Break                           March 14-18, Spring Break
Nov. 24-26, Thanksgiving                        May 2, Last day of class
Dec. 6, Last day of class                        May 3, Reading day
Dec. 7, Reading day                              May 4, final exams begin
Dec. 8, final exams begin                        May 7, Graduation
Dec. 11, Graduation

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Aug. 16, first day of class                      Jan 10, first day of class
Sept. 6, Labor Day                               Jan 17, MLK Day
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Dec. 8, final exams begin                        May 7, Graduation
Dec. 11, Graduation