
I. Call To Order: The meeting was called to order at 12:00 noon on April 20, 2011 in Room 2502. Dr. Will Lynch presided.

II. Standing Items
A. The Minutes from February 23, 2011 were approved as presented.

III. Monthly Report
A. Faculty Senate – The following were items that were discussed during the last Faculty Senate Meeting:
   1- Resolution One, on the restriction of salary increases, was moved and seconded to amend the action from a resolution to a bill. The bill, which requires an answer, was sent to President Bleicken and she has 30 days to respond to it. The 30 days will be up before the next Senate Meeting, which will take place on May 2nd, 2011. The bill essentially says that there will be no raises given to administrators until a mechanism is in place for identifying faculty and staff who deserve a raise in addition to administrators. The President can respond to the bill by signing it, which means she agrees with establishing that as policy or she can deny it. If the Senate is not in agreement with her response, it has the option to appeal to the BOR.

   2- Resolution Two, regarding Georgia being an open records state. It was resolved that the university administration provide the Steering Committee of the Faculty Senate two weeks prior to the beginning of every fall semester with a list of all faculty and staff contract salaries for the previous and upcoming academic year.

   3- Resolution Three, regarding making the budget available on line. It was resolved that the university administration provide the Steering Committee of the Faculty Senate two weeks prior to the beginning of every fall semester with an on-line accessible copy of the university budget.

   4- Regarding the implementation of Course Repeat and Withdrawal Resolution, Interim VPAA Thompson illustrated:
      A- The need for a student notification procedure through academic advisors. VP Thompson proposed a process of transition toward implementation including notification printed in the 2011-2012 catalog to provide one-year advance warning. This would target academic year 2012-2013 for policy
implementation.

B- Students will be allowed to receive a W in a given class only once. If they withdraw again, a WF will be given.

5- The Senate, also, discussed the Policy on Student Attendance. John Kraft, Interim Assistant VPAA asked the Senate to consider whether or not the current policy on student attendance is adequate. The Academic Standards Committee, which is a Faculty Senate Committee was charged into looking into the matter and making a recommendation back to the Senate as to whether or not the policy needs clarification.

6- Lastly, the Senate discussed changing the Senate meetings from its current time on Mondays at 3:00pm to Mondays at 12:00 noon so that all faculty could attend the meetings during the activity period between 12 – 1:30 pm. Unfortunately, there is no activity period as classes are being scheduled throughout 12:00 and 1:30 pm. Therefore, the Senate meetings will continue to be held on Mondays at 3:00 pm.

IV. New Business
A. Committee Reports
   i- Chemistry Curriculum Committee
      1. The committee met to discuss the proposal of a new course, CHEM 2000 – Fundamentals of Organic Chemistry and Biochemistry in response to a need from the College of Health Professions, Medical Technology program in order to meet new certification requirements. The College of Health Professions also would like consideration of offering this course on line in the near future. The committee voted unanimously to approve the addition of CHEM 2000. Please refer to Attachment #1 for more details.

B. SEA-STEM
Dr. Feske announced that the CST is sponsoring a colloquium beginning in the Fall 2011 semester. The monthly colloquia are divided by departments. The month of October has been assigned to the Department of Chemistry and Physics, therefore, the faculty needs to start thinking about who to invite as a speaker. No specific date has been determined yet as to when in October the colloquium will take place. The CST is offering $200 plus reasonable traveling expenses.

C. Advisement
Dr. Lynch thanked the faculty for their help during advisement and reminded everyone to turn in their advisement lists to the departmental secretary as advisement has come to an end. He, also, emphasized that students who are transferring or are transients need to show a grade for a pre-requisite course before registering into one of our courses.

D. Summer 2011 Enrollment
Dr. Lynch reported that he has already submitted faculty compensation and that summer enrollment is looking good.
E. Fall 2011 Schedule
Many courses are reaching their capacity. Dr. Lynch reminded the faculty that since we are in the process of hiring new faculty, we cannot know beforehand who will be teaching certain courses during the upcoming fall semester. Therefore, many courses have not been specifically assigned to individual faculty at this time.

F. Graduation
There will be some noticeable changes during the upcoming graduation. Podium seats will be limited to senior administrators. Department Heads will be sitting among the faculty and students will be lined up alphabetically by College.

Ms. Carpenter took the opportunity to express her disagreement regarding final exams being scheduled on graduation day because faculty is required to attend graduation as well as to administer final exams.

G. Technology Fees
Dr. Lynch will be more than glad to share the list of items he intends to submit proposals for to the new technology fee RFP that was distributed by VP Thompson.

H. Other
Dr. Lynch made reference to the e-mail he sent back on April 11/2011 regarding the building project for the Science Center, which is scheduled to begin on May 1/2011 and finalized by December 31/2011. He summarized that they will begin working on the roof with minimal impact and then at some point a crane will be brought and Library Drive will be shut down for a day or so. The construction workers will be wearing badges for easy identification. Most of the work will be done on the hallways. Organic, Inorganic and Quant labs are expected to shut down for at least 1-2 weeks. Be aware that they are working very hard with the contractors so class disruption will be minimized, however, unavoidable conflicts are to be expected. Please refer to Attachment #2 for more details.

V. Old Business
A. Budget 2010/2011
Dr. Lynch assured the faculty that in terms of the budget the department is in good shape. He asked that purchasing be put on hold till the next couple of weeks so we can get a good understanding of the amount of money left as we enter end of year purchasing.

B. Faculty Searches
The department has made two offers for the tenure-track positions. One has been verbally accepted and the background check is already in motion. Regarding the other offer, we will know more within the next few days.

VI. Announcements
A. News
   Dr. Lynch took the opportunity to congratulate the following faculty:
   1. Dr. Joshua Smith has accepted a position at Wright Patterson Air Force Base in Dayton, Ohio. He will start working on June 1st/2011.
2. Dr. William Pearl will be a Post-doc at the University of New Mexico.
3. Dr. Elaine Bailey has accepted a position at Piedmont College.
4. Dr. Nin Dingra has accepted a position at Columbus State. She will be teaching Biochemistry.
5. Gage Marks and Stephanie Coleman were admitted to UGA’s College of Pharmacy.
6. Paul Newman and Mary Carpenter were admitted to South University’s College of Pharmacy. As was Chris Miner.
7. Joseph Ferraro (a graduate from the 1990’s), who has worked for GAF Materials Corporation here in Savannah since graduation has been promoted to Senior Manager, Quality Services. His responsibilities include all of the GAF plants in The U.S.

The paperwork requesting a tenure-track search for an analytical chemist has already been signed by the Dean and it is currently at the VP’s Office.

EOY Dates
1. W, Apr. 20 / Dept. Meeting
2. W, Apr. 20 / Awards Convocation at 7pm
3. F, Apr. 22 / T & P Meeting
4. M, Apr. 25 / CHEM 4500, noon
5. W, Apr. 27 / CHEM4500, noon
6. F, Apr. 29 / 4991, Intern Seminars, noon
7. M, May 2 / Seniors Lunch, noon
8. T, May 3 / Chemistry Lunch with Mastering in Chemistry – re-schedule
9. T, May 3 / CST Lunch

B. Other
CHEM 1211/1212 – Dr. MacGowan asked the faculty to remember to instruct students not to write on the CHEM 1211/1212 tests. She also emphasized that the tests for both courses are yellow so you must make sure that you have the right test. Please, remember to turn in the scantrons to Dr. Clifford Padgett after administering the tests.

Adjournment
The meeting was adjourned at 1:10pm.

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-A

Chemistry Curriculum Committee

April 14, 2011

Will Lynch (Chair), Joshua Smith, Brent Feske, Suzanne Carpenter (guest)

The committee met to discuss a proposal for a course proposal:

CHEM 2000  Fundamentals of Organic Chemistry and Biochemistry  3-0-3

This proposal is in response to a need from the Coll. Of Health Professions, Med. Tech. program to meet new certification requirements. Discussion centered around these topics, the course materials, students served and timeline.

The committee voted to approve (3-0-0)
ATTACHMENT #1-B

CHEM 2000  Fundamentals of Organic Chemistry and Biochemistry  3-0-3

Prerequisite:  CHEM 1212 (minimum grade of C)

Fundamentals of organic chemistry applied to the major biochemical pathways. Course designed for allied health majors. (Credit may not be applied to the major field requirement in chemistry.)

Rationale: Expanding knowledge and applications in biochemistry requires that a variety of majors become conversant in the field. The biochemistry courses currently taught in the Department of Chemistry and Physics are comprehensive and intended for chemistry majors having the Organic Chemistry I and II sequence (CHEM 2101 and 2102) as prerequisites. This course represents a complement to the existing course structure providing the fundamentals of organic chemistry applied to the major biochemical pathways.
I just came from a building meeting so I want to get this out to you while it is still fresh.

The building project for the Science Center is scheduled to begin on or about May 1. The project must be finished by Dec. 31. We will be using the same main contractor that previously has worked on the General Chemistry Labs, 2102 and 2108. In May they will begin working mainly on the roof and the impact should be minimal, at some point they will bring in a crane and shut down library Drive for 1 day (or at most 2 days) and they are hoping to do this on a Saturday.

Some notes:

1. The staging site for the construction will be over in the grass area across from Victor Hall. The contractors will be using the elevator by the skywalk to move materials, this will be done prior to 8 am so it doesn't impact traffic of students, faculty and staff.
2. The construction workers will all be "badged" for easy identification and also allow them to be ID'd in case of any issues we would need to report.
3. There will be a lot of work in the hallways -- ceiling tiles, etc. may be removed for periods of time, much of the hallway work will be done after hours and should not impact us directly. However, you may come in over the summer and see yellow tape blocking access to certain areas for a few days at a time.
4. We are working very hard with the contractors so class disruption will be absolutely minimized as to when they take teaching rooms down, however, there will be some unavoidable conflicts for at most 1-2 days at a period, just be ready for this.
5. When they do a major lab (organic, quant & inorganic), these labs are going to have to be "shut down for 1-2 weeks"... We have already requested organic go down after we are finished with it in the summer and so they will not conflict with this lab during organic instruction this summer.
6. The other 2 teaching labs (quant and inorganic) may require a delay in starting the fall semester if they cannot be completed before Aug. 15 when we start back up.
7. The contractor has been made aware of the sensitive nature of 2202 and 2206 and we will directly supervise work in that area.
8. If you have a thermostat in your office, they will need to be in your office for approximately 2 days at some point in the summer. Also, with respect to your office, you should remove anything that might be breakable that is of value (pictures, etc.) during this period.

I think that is it, I am producing a room usage schedule for them for the summer and fall and they are committed to minimizing the impact on our activities. However, just be aware, that likely there will be some impact as we move forward that is unavoidable. The government money must be spent by Dec. 31 or we will lose it and hence they couldn't get started early enough to effectively utilize May to redo our rooms. Hence it has to be pushed back into June, July, and August.
If a room needs to be shut down for a short period, there will be a few weeks notice, I will know a great deal more about the specifics of the schedule in about 2 weeks. Just know that everyone is working hard to make certain the shut down periods are as few as possible and minimize the impact on teaching of our students.

Thanks,

Will

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