DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
August 8, 2013


Absent: Benjamin Conner, Jeffery Secrest and Mitch Weiland.

I. Call To Order/Welcome
The meeting was called to order at 9:00am on August 8, 2013 in Room 2502. Dr. Will Lynch presided.

Drs. Burroughs, Gray, Guillet, Mathias and Lea Padgett were all officially welcomed as new Faculty. Drs. Mathias and Padgett are not new to the department but they join us this fall in their new positions as Temporary Lab Supervisor and General Chemistry Instructor respectively.

II. Approval of Minutes
The Minutes from April 17, 2013 were approved as presented.

III. New Business
   A. Faculty Senate Up-date
Dr. Baird reported that one of the Faculty Senate’s goals is a call for faculty planning facilitators. The Planning Budget and Finance (PBF) committee will ask all of its regular faculty committee members to talk with their respective department heads about getting on the first department meeting agenda to initiate a planning discussion at the department level and to have notes from that discussion e-mailed back to the planning discussion coordinator Erik Nordenhaug at erik.nordenhaug@armstrong.edu

The idea is to have some faculty driven planning rather than having to depend on higher levels to do it. The faculty was encouraged to attend the first Faculty Senate meeting, which will be held on Monday, August 19, 2013. Please refer to Attachment #1 for more details.

   B. Summer 2013 Recap
      i. Enrollments
Generally speaking, the department had flat in enrollments this past summer, even though there was an increase in CHEM and PHYS enrollments. As the department moves forward, it is imperative to become more creative during the summer regarding the courses the department would like to offer.

      ii. End of the Year Expenditures
As far as expenditures were concerned, the department did very good this past year. Four new major instruments were purchased. The Horiba Raman, which will arrive on campus tomorrow and the Vigor Glove Box will arrive this fall semester. The Rigaku XRD Powder Machine is already here and its installation will be on Monday or Tuesday next week. A new diode UV-Vis was also
purchased over the summer. The Department was, also, able to acquire laptops for Physics and General Chemistry and iPads for new faculty. Thanks were given to Lea for all her efforts in making this a possibility regarding the purchasing process.

C. Fall 2013 Semester Up-date
Basically, we are at capacity cross the board in chemistry courses. We added 13 seats to PHYS 1112K, even though PHYS 1212K was down 50% compared to last year. However, we are hiring five supplemental instructors and four research assistants, two for General Chemistry and two for Physics.

Room 2302, which was the students’ room, was converted into an instrument room over the summer. All the x-ray equipment was moved down there. Extra counter top space was opened up for the students to work on in SC 2202 as a result of this. We do plan to create some lounge space for the students down by the Geology Lab over the next few weeks.

The Physical Chemistry Lab was converted to a Research Lab for both Drs. Burroughs and Guillet. Physical Chemistry will be taught out of the Inorganic Lab. We, also, have priority over SC 2018 since the Engineering Program space has been finally opened in the old Central Supply building.

D. Budget 2013-2014 Up-date
i. There are no changes in the budget; we are same as last year.

ii. Ordering.
Yvonne will be taking over the purchasing during the fall semester and this will, no doubt, allow the transition to be smooth since the process is a bit complex.

iii. Lab Fee Increase.
Dr. Lynch will be approaching both planning committees about an increase in the lab fees as chemicals and supplies continue to increase in prices and we have a greater inventory, which requires supplies and more faculty working in the labs.

E. Travel 2013-2014
Travel requests for the entire year should be sent to Dr. Lynch at your earliest convenience.

F. Search Up-date
The Lab Supervisor position will be reposted again this fall but first we must talk about the job description. Two other requests will be that Dr. Sanborn’s line be turned to Tenure Track and at the least continued and that Dr. Conner’s line be turned to Tenure Track as well and at a minimum be continued as temporary.

G. Curriculum Items
The faculty was informed that CHEM 1100 was denied by the USG as a core D course; it made it through Armstrong but not through USG.

The department has been asked to clean up the catalog regarding courses that have not been taught for a while or that we no longer teach. Among them are the following: CHEM 1010, CHEM 2700, CHEM 3071, CHEM 3072, CHEM 3100, CHEM 5600U, CHEM 5700U, GEOL 2010 and OCEA 3100. These items will go to respective Curriculum Committees.
Something else that we need to re-consider is that we have been teaching some bio courses under CHEM 4600 but need to be taught under CHEM 4800 with CHEM 3801 as pre-requisite perhaps?

H. Faculty Mentoring
The peer mentoring process is now two years old, therefore, it is time to make a decision about how we are going to assign people to be mentors to individual faculty members. We have a month to make this decision. We have two models from which to choose:

1. Two mentors remain with an individual throughout the entire process.
2. Two mentors rotate on a 1 or 2 year cycle.

I. Notable Alumni
So far, we have nominated three notable alumni. Ms. Carpenter nominated Joey Ferraro, class of ’93; Dr. Lynch nominated John Tatum, class of ’70 and Dr. Feske nominated David Holland, class of ’76. These are all outstanding nominees. Joey Ferraro is a regional manager for GEF. He started working in the lab here in Savannah and worked himself up to a regional position. John Tatum was the first bachelor student to get his PhD and David Holland is a VP for Honeywell. If any other faculty has a nominee, please inform Dr. Lynch.

J. Spring 2014 Course Schedule
The Spring 2014 courses are due at the end of August, so we need to quickly decide what upper level courses we will be offering in both chemistry and physics during this semester.

K. ACS Reaffirmation
We will, most likely, hear from the ACS on our accreditation reaffirmation in the month of December.

L. CPR, 2013
The CPR document was accepted.

M. Committees/Department
i. Planning
We need to renew our 5 year strategic plans and rebuild the instrument list almost from scratch. But first we need to do the SLO’s assessment mechanisms.

N. Committees/College
The following faculty are representing the department in the College:

i. CST Curriculum, final year, Donna Mullenax
ii. CST Tenure & Promotion, Suzy Carpenter
iii. CST Pre-Med (final year and can be re-appointed), Mitch Weiland
iv. CST Grade Appeal (final year), Bill Baird
v. CST Core D.1 Assessment, Will Lynch,
   CHEM 1151/1152, Brent Feske,
   CHEM 1211/1212, Lea Padgett,
   PHSC & PHYS, Jeff Secrest

O. Calendar 2013-2014
i. Drs. Quillian and Weiland are up for Pre-Tenure Review in the month of January.
ii. Drs. Burroughs, Gray, Guillet, Lea Padgett, Quillian, Secrest, Weiland and Ms. Mullenax are up for Retention in the month of February.
We do not have information on Post-Tenure Review.

P. FERPA / Visitors in Class / Children in Building

Basically, we cannot share any student information with anyone but the student unless we are aware that a waiver has been signed. It is departmental policy not to post any grades outside our doors.

Children on Campus

A.

To ensure safety, unaccompanied children under the age of 14 are prohibited on the grounds of the campus or university facilities. Children under the direct supervision of an adult may visit the campus but may not attend classes. Board of Regents' policy prohibits class attendance by anyone not registered for the class. The university reserves the right to request removal from campus of any child who is disruptive or distracting to others.

Unaccompanied children under the age of 14 are prohibited on the University grounds. The University System is very clear regarding visitors in class. Anyone who is not registered for classes is not allowed to be in any classroom as a visitor.

IV. Old Business

I. Announcements

1. Dr. Cathy MacGowan and Dr. Lea Padgett, chemistry, have published an article in the Journal of Chemical Education. The article, titled "Thermometry as a Teaching Tool for Graphing: A First-Day Introductory Chemistry Laboratory Experiment" was published in the June 2013 issue of the journal on pages 910-913

2. Sabitra Brush, chemistry, was awarded $31,244 to offer a workshop titled "Lights, Sound, Action" from the National Science Foundation via the Georgia Teacher Quality program.

3. Sabitra Brush, chemistry, received support from the National Science Foundation, Teacher Quality program to offer a Chem-Mystery Workshop for middle school grade teachers during July 2013. This workshop, funded at the level of $31,634

4. Donna Mullenax received support from the National Science Foundation, Teacher Quality program to offer a Georgia Rocks and Minerals Workshop for 3rd, 5th and 6th grade teachers during July 2013. This workshop, funded at the level of $41,894

5. Donna Mullenax, physics, was awarded $41,233 to offer a workshop titled "Georgia Barrier Islands Workshop" from the National Science Foundation via the Georgia Teacher Quality program

6. Tyler Erickson and Jared Wagenaar, both senior chemistry majors (along with Jacob Tilton) have earned Cleveland Golf/Srixon All-America Scholar honors from the Golf Coaches' Association of America for 2012-13.

7. Dr. Bill Baird (physics) and Caleb Richards and Pranav Godbole (undergraduate physics majors) have published a paper in the journal "The Physics Teacher". The paper, titled Advanced Imaging
of Elementary Circuits, was published in the December 2012 edition of the journal, volume 50, page 561


9. 20 Presentations at the Armstrong Scholars Day in April 2013. 10 were oral presentations, 10 were poster.

10. Richard Wallace, chemistry, was selected to attend the Food Chemistry NSF Sponsored workshop in Des Moines Iowa this summer.

11. Richard Wallace, Lea Padgett, Yvonne Roach and Tina Smith all attended POGIL conferences this summer

12. Brent Feske and Clifford Padgett had a paper accepted in the Chemical Educator.


16. Donna Mullenax will be asking for Volunteers for the upcoming Science Bowl that will be held in January/February 2014.

17. The Department will host a welcome lunch for the students on Friday, August 16/2013 at noon in room 1407. There will be a PowerPoint presentation and faculty is allowed one slide regarding research.


Adjournment – The meeting was adjourned at 10:05am.

c: Dr. Robert Gregerson, Dean, College of Science and Technology
Dr. Delana Nivens, Assistant Dean, College of Science and Technology
ATTACHMENT #1

Call for Faculty Planning Facilitators

The PBF committee will ask all of its regular faculty committee members to talk with their respective department heads about getting on the first department meeting agenda to initiate a planning discussion at the department level and to have notes from that discussion emailed back to the planning discussion coordinator: erik.nordenhaug@armstrong.edu

Other Planning Discussion Facilitators will be needed at the department level and we would ask first for senators to volunteer since eventually the senators will be required to vote on the Planning Bill or Resolution in the Senate. Only one discussion facilitators per department will be needed and responsibilities will include: (a) prompting the department discussion with a description of this planning plan and making a few starting suggestions, (b) taking some notes, and (c) emailing those notes to erik.nordenhaug@armstrong.edu for organizing and sharing with the PBF committee members.

If we do not have volunteers from all departments, we will make an effort to appoint some faculty representative of that department to initiate planning discussions in that department.

Given that official committee chairs for next year have not been formally appointed. For the moment, Erik Nordenhaug who is currently a member of the Planning, Budget & Facilities Committee is acting as coordinator of the project which was discussed and supported in committee this past year. During the summer, a list of facilitator volunteers will be formed for as many departments on campus as possible. Please email erik.nordenhaug@armstrong.edu if you are willing to initiate these discussions in your department as early as possible during the summer. If we have all the discussion facilitators for as many departments as possible identified before August 1, then the first round of department discussions can begin in August and early September department meetings. The second round college-level planning discussions will occur in college forum meetings for all who wish to attend and help shape faculty long-range recommendations.

If you have addition questions, contact erik.nordenhaug@armstrong.edu.

Examples of long range planning recommendations:

1. Within five years, the Office of Advancement will establish five full scholarships to attract top students to Armstrong.
2. Within five years, the office of First Year Experience will hold an annual freshman convocation to welcome new students to campus and to establish an Armstrong tradition.
3. Within five years, Armstrong will increase the number of underrepresented tenure-track faculty members by 20%.

Planning, Budget & Facilities Committee Request for Faculty Planning Facilitators
Beginning next Fall 2013 Semester, the Planning Budget and Facilities (PBF) committee will be attempting to fulfill its primary mission which is to provide FACULTY-GROWN long range planning recommendations to the President through the senate. The PBF committee will be asking senators and other faculty in as many departments as possible at the beginning of next Fall Semester to facilitate discussions first at the department level regarding faculty suggestions for long range planning. We would ask that department heads at their opening Fall Semester department meetings allow these senators and their faculty some agenda time to discuss faculty recommendations for long range planning. We would also ask that over the summer faculty be thinking about this and be prepared in the fall to make concrete suggestions regarding our long range planning. Short range planning suggestions are welcome also.

After discussions begin at the department level, the PBF committee with the help of Deans will sponsor some college-wide discussions of long range planning. Eventually, recommendations that emerge from these discussions will be organized and categorized in the PBF committee and be submitted to the faculty senate for its consideration before moving on to the president, if approved by the senate.

As you can imagine, this is a large daunting task and for it to be successful, we will need as many faculty voices participating as possible. What are our faculty hopes for the long range directions of Armstrong?

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**Planning, Budget & Facilities Committee Bylaws**

**Mission**
The Planning, Budget, and Facilities Committee shall advise the President of the University through the Senate on the issues related to the budget and planning processes where they affect the academic mission of the university.

**Duties**
Responsibilities include recommendations concerning strategic planning, budgeting (including long-range planning and the annual budget prior to its submission to the Board of Regents), as well as planning, development, and expansion of physical facilities when such endeavors affect the academic mission of the university.