I. **Call To Order**
The meeting was called to order at 12:00 on March 25, 2015 in Room 2502. Dr. Clifford Padgett presided in the absence of Dr. Lynch.

II. **Approval of Minutes**
The Minutes from January 21, 2015 were approved as presented.

III. **New Business**
    A. Faculty Senate
    1- Dr. Padgett shared that as usual, the President shared some brief remarks. Among them that the census data for enrollment for the Spring was a very modest increase of 0.06% and an increase in the numbers of new undergraduates and graduate students but from a retention point of view we were not doing as well as we need to. The Health Professions students who attended Savannah-Chatham Day at the capitol did a great job of representing the University. At this point regarding funding for the design of a new Health Professions building, the University is moving in a very good direction.

    2- Regarding Governance Committee, there will be changes in Terms and Titles for President and Vice-President. There is also a Bill to amend the Bylaws of the Armstrong Faculty Senate regarding the duties of the Vice-President of the Senate, regarding the Executive Session, Senators and Alternates and lastly a bill to amend the Bylaws of the Armstrong Faculty Senate regarding the Duties of the Education Technology Committee.

    B. General Chemistry Up-date
    Dr. Lea Padgett informed us that due to changes in the math pre-requisite, the department anticipated a 25% reduction in the number of students taking CHEM 1211 in the fall. As a result, we will only be offering two FYS sections instead of three, and at the request of the Honors Program one of the two sections will be an honors section. The department, also, increased the number of CHEM 1212 seats and decreased the number of CHEM 1211 overall.

    C. Assessment Committee (Undergraduate Research)
    Dr. Padgett mentioned that we ought to start considering how to better evaluate Undergraduate Research in terms of what we want to accomplish through this because of the emphasis we place on it and the resources we commit to this activity.

    D. Safety Committee
The faculty voted unanimously to accept the Hurricane Emergency Action Plan. For more details, please refer to Attachment #1.

The faculty, also, voted unanimously to accept the Hurricane Preparedness Policy with a friendly amendment to remove the names of the faculty that appear under the areas of responsibility, which will be instead assigned by the Department Head at the beginning of each academic year. Also, there is a need to have multiple members of the faculty in the Instrument Room. For more details, please refer to Attachment #2.

E. Biochemistry Committee
   1. Declared Majors List - Dr. Weiland shared that currently there are 29 declared Biochemistry majors and four will be graduating this year. Please refer to Attachment #3 for more details.
   2. Exit Exam – ACS Biochemistry Test 2007 - The committee voted to use the ACS 2007 exam for this year's exit exam and will later review the results to determine the pass/fail. The exam will be used for students who fail the exam and then the committee will review those results should a student fails.
   3. Exit Interview with BCHM majors - The committee discussed and endorsed the exit interview questionnaire for graduating seniors. For more details, please refer to Attachment #4.
   4. Assessment Documents – The committee, also, reviewed the Student Learning Outcomes For Biochemistry and measurement instruments. Please refer to Attachment #5.

IV. Old Business
   A. Search Up-dates for 2015
      i. Organic Chemistry Tenure Track
      Dr. Quillian informed us that an offer was presented and the same was verbally accepted, so now we are waiting for a written acceptance. Dr. Quillian will keep us posted.
      ii. Biochemistry Tenure Track
      The Biochemistry Committee made a decision and an offer was extended. The offer was accepted verbally and in written form by Dr. Nicole Davis. The faculty congratulated Dr. Davis.

   B. Fall 2015 – Course Offerings @ Upper Level for Advisement
      i. Food Chemistry, Dr. Wallace & Ms. Carpenter, Organic II pre-requisite.
      iii. Chemistry Ethics, Dr. MacGowan, Organic II and CHEM 2300 pre-req.
      iv. Biofuels, Dr. Feske, Biochemistry pre-requisite
      v. CHEM 4500/BCHM 4501 – Seminar Courses have been split
      vi. CHEM 3300/BCHM 3301-Analytical Courses have been split
      vii. Additional Sections of CHEM 1212, 2102 and Reduced CHEM 1211 sections.

   C. Biochemistry Awards - It was decided that for this academic year the biochemistry awards will remain under the department's awards.

   D. Purchasing - As of this Friday, any non-urgent purchases will be put on hold for the next two weeks.
VI. Announcements

A. Announcements
   i. March 31st – Dr. L. Kumar from Herty Institute scheduled to speak @ Moon River at 6:00pm.
   ii. April 15 – Gamma Sigma Epsilon Applications Due.
   iii. April 17 – Low Country Boil at Bamboo Farms at 6:00pm
   iv. April 18 – Military Family Day – SA-ACS will be performing demos.
   v. Dr. Bleicken – Scheduled to visit in April 2015.

B. Student/Faculty News
   i. Blair Weaver – Georgia Legislative Academic Recognition Award.
   ii. Elham Shaykholeslam was accepted at South University School of Pharmacy.
   iii. Berkley Griffin accepted to Chemistry PhD program at Clemson, MS State, FL State, NC State and UGA.
   iv. Blair Weaver accepted to Chemistry PhD program at UNC, Emory and UF.
   v. ACS National News
      1. Nin Dingra-Former student and Temporary Faculty is @ SUNY Oswego. Says hello to everyone.
      2. Kay Archer – Former student and PhD candidate @ University of Pittsburgh; did a great job presenting computational work in George Shields Symposium.
      3. George Shields – Symposium and events went very well; he gave an excellent talk.
      4. Eric Werner – Tenured and Promoted at University of Tampa; gave a nice talk on a new project in Lanthane Extraction Chemistry.

Adjournment – The meeting was adjourned at 12:45pm.

cc: Dr. Jane Wong, Interim Dean, College of Science and Technology
    Dr. Brent Feske, Interim Assistant Dean, College of Science and Technology

Attachment 1
Emergency Action Plan – Hurricane
This plan will be used to inform the overall university plan and will be kept in a master file with the University’s overall plan.

<table>
<thead>
<tr>
<th><strong>Op Con 5 – Normal Operating Conditions</strong></th>
<th>During Op Con 5, our department will take the following steps to prepare for an anticipated weather event.</th>
</tr>
</thead>
</table>
| The local news stations and Internet resources will be the primary source for initial weather information. When a hurricane, tropical depression or tropical storm become active in the Gulf of Mexico or Atlantic Ocean, the Chief of Police will consult with the Chief of Staff and stay tuned to weather conditions that may impact the East Coast, Florida, or the South East Georgia Region. | The Department Head will:  
1. Call a department meeting, at the beginning of each academic year, to discuss hurricane preparation and readiness as documented in the Department of Chemistry and Physics “Hurricane Preparedness” policy. (See addendum.)  
2. Ensure that all faculty and staff have access to the most current hurricane preparedness policy.  
3. Assign specific faculty and/or staff to specific areas of responsibility in the hurricane preparedness policy.  
4. Ensure that faculty and staff have the resources and personnel needed to execute the policy. |
| **Op Con 4 – Named Storm or Hurricane has Developed.** | During Op Con 4, our department will take the following steps to prepare for an anticipated weather event. |
| During Op Con 4, the storm has been named and the Georgia coastal area has been identified as being |  
1. The Department Head will ensure that faculty and staff are alerted to the hurricane status.  
2. Faculty and staff will begin implementation of the hurricane emergency plan as documented in the Department of Chemistry and Physics “Hurricane Preparedness” policy. (see addendum) |
Within the forecast cone. Potential impact from the storm within 120 hours.

| **Op Con 3 – Potential impact within 72 hours.**  
*NOTE: MOST PLANS SHOULD BE COMPLETE AT THIS STAGE* | During Op Con 3, our department will take the following steps to prepare for an anticipated weather event.  
The Department Head will ensure:  
1. All faculty and staff are updated regarding the status of the hurricane and the University’s closing.  
2. All portions of the hurricane emergency plan are complete. |
|---|---|
| **Op Con 2 – Hurricane is likely to impact an area of the Georgia Coast within 36 hours**  
(At this stage, the university has closed and a voluntary evacuation of the islands has been issued. Students on campus should be leaving the campus and/or making transportation plans.) | During Op Con 2, our department will take the following steps to prepare for potential landfall within 36 hours.  
The Department Head will remain updated regarding the status of the University’s personnel and facilities by maintaining contact with the University Police department and/or other designated parties. |
| **Op Con 1 – Hurricane is imminent. Storm will make landfall within 24 hours. (All university preparations are complete; if your departmental plans are finished in OpCon 2 or 3, you will not have anything to enter here)** | During Op Con 1, our department will take the following steps to prepare for landfall within 24 hours.  
See OpCon 2. |
**Op Con 0 – The hurricane has passed and it is time to return to campus and begin assessment and recovery.**

During Op Con 0, our department will take the following steps to assess our areas.

1. The Department Head will ensure that faculty and staff are alerted to the University status.
2. Faculty and staff will implement damage assessment and recovery plans.
The Department of Chemistry and Physics will use the following guidelines as a minimum to prepare for an imminent hurricane or other natural disaster.

The following areas of responsibility will be assigned to specific faculty and/or staff at the beginning of each academic year.

- General Chemistry Laboratories (Randal Wilson)
- Chemical Stockroom & Chemical Waste Room (Yvonne Hizer)
- Classrooms (Facilities – Chemistry and Physics does not own classrooms)
- Disciplinary Teaching Laboratory
  - 2201 – Sarah Gray
  - 2203 - Sarah Zingales
  - 2205 – Brandon Quillian
  - 2208 - Gary Gullet/Cliff Padgett
  - 2301 – Mitch Weiland
  - 2302 – Nicole Davis
  - 2304 – Cliff Padgett
  - 2306 – Leon Jaynes
  - 2308 – Bill Baird
  - 2402 – Jeffery Secrest
  - 2403 – Donna Mullenax
  - 2404 – Will Lynch
- Instrument/NMR Rooms (2302, Sarah Gray / NMR, Richard Wallace)
- Research Laboratories (Individual Faculty)

Chemical Safety and Storage
- Label and cap all chemical containers including waste containers.
- Move all chemicals to appropriate storage locations.
- Cap gas cylinders and secure to a permanent fixture using a cylinder strap or chain.
- Remove all biohazard containers from the floor. Make certain that lids are secure.
- All waste containers must be sealed and moved to an appropriate storage location.

Fume Hoods
- Close fume hood sashes completely. If the building experiences a complete loss of power, fume hoods may become inoperable.
- Remove all chemicals from fume hoods and secure in appropriate storage areas.

Instrument Rooms, Laboratories and Storage Areas
- Unplug all non-essential equipment.
- Use surge protectors to protect sensitive equipment in the event of a power surge.
• Turn refrigerators/freezers to coldest setting. Lock doors if possible. Use multiple wrappings with duct tape to tightly secure doors of refrigerators/freezers.
• Ensure that all bench-mounted gas fixtures are in the off position.
• Move computers and equipment as far from windows as possible.
• Backup important computer files.
• Move any items on the floor to the bench tops or higher shelves.

Office Spaces, Mailroom, and Conference Room
• Back-up critical files, including student grade reports, and store them in an off-site location.
• Turn off (preferably disconnect) all electrical equipment including typewriters, computers, lights, window air conditioners, microwaves, etc. Refrigerators should be emptied and turned off and the door should be secured in an open position.
• If practical, move desks, file cabinets and equipment away from windows and off the floor; store as much equipment as possible in closets or in windowless rooms away from external walls.
• Clear desk tops completely of paper and other articles. Protect books and equipment by covering with plastic sheeting and using masking tape to secure.
• Remove any food and perishable supplies.
• Lock all file cabinets and desk drawers. Lock and secure all doors; close window blinds.
• Notify the Department Head when hurricane office preparations are complete and that you are planning to leave the campus.

Security
• Close and lock all laboratory doors.
• Ensure that all exits and hallways are free from obstructions.
• Update and post emergency contact information.

During hurricane season it is imperative that faculty and staff protect and secure office areas, laboratories, and equipment. This will minimize the potential damage to and/or loss of critical physical and electronic resources in the event of a hurricane.
Attachment #3
Biochemistry Committee Meeting

Friday, March 13, 2015

Minutes

Attendance:  Will Lynch (chair), Sara Gremillion, Nicole Davis, Todd Hizer, Mitch Weiland (Brent Feske, absent)

1.  Space Needs – The committee discussed the current space allocation for teaching the biochemistry laboratory courses. The current needs are met, however, we need to assess the size of 2301 & 2302 and the equipment to get a max / cap for the labs moving forward. This will be done before the next steering committee meeting.

2.  Equipment List – The committee reviewed the status of the equipment list for the biochemistry program.

3.  Declared Majors List – The committee discussed advising and the majors list. Currently there are 29 declared majors. The advising will continue to be assigned to the committee moving forward while monitoring to make certain the number of advisees remains equitable among the group and department.

   a.  The committee voted to use the 2007 exam for this year’s exit exam. The committee will review the results and determine the pass/fail.
   b.  The 2012 exam will be used for any student who fails the exam. The committee will then review those results should a student fail.
   c.  The committee also decided to move to the 2012 exam once normative data is released by the American Chemical Society. At that point, the 2007 exam will be used as the final exam for CHEM 3802.

5.  Exit Interview with BCHM majors – The committee discussed and endorsed the exit interview questionnaire for graduating seniors. (Attachment B)

6.  BCHM 4501 moving forward – The committee decided to split BCHM 4501 and CHEM 4500 moving forward

7.  Fall Classes – BCHM 3301 will be split from CHEM 3300 in the fall. Other offerings will be CHEM 3801, BCHM 3811 and two upper division CHEM 4600 courses. Finally CHEM 4600, Pre-req CHEM 2102/2102L and Co-Req CHEM 3801 will be offered in Summer 2015, Session 12.

8.  Assessment documents – The committee reviewed the SLO’s for biochemistry and measurement instruments.
Name of student ________________________________
Date of Interview ________________________________
Name of Interviewer ________________________________

1. Would you recommend the biochemistry degree program to an incoming freshman at Armstrong (why or why not?)

2. Rate your satisfaction of your major required biochemistry courses (1 being strong dissatisfaction, 5 being great satisfaction) in terms of the contribution to the bachelors program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Rating</th>
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<tbody>
<tr>
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<td>BCHM 3403</td>
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<tr>
<td>BCHM 3812</td>
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<td>BCHM 4501</td>
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General Follow Up Comments on Ratings

3. Rate your satisfaction of your major required biology courses (1 being strong dissatisfaction, 5 being great satisfaction) in terms of the contribution to the bachelors program.

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<tr>
<th>Course</th>
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<tbody>
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<td>BIOL 3000</td>
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<tr>
<td>BCHM 3812</td>
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<td>BIOL _____</td>
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</table>

General Follow Up Comments on Ratings
4. Rate your satisfaction of your major required lower level courses (1 being strong dissatisfaction, 5 being great satisfaction) in terms of the contribution to the bachelor's program.

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<th>Course</th>
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<tr>
<td>CHEM 2102/2102L</td>
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<td>PHYS</td>
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</table>

General Follow Up Comments on Ratings

5. Name the courses you took as advanced topics courses and rate your general satisfaction (1 being strong dissatisfaction, 5 being great satisfaction) in terms of quality and instruction as they contributed to the bachelor's program.

6. My advisors in biochemistry were helpful to me (generally agree or disagree)?

7. Undergraduate Research: If you participated in undergraduate research, please explain briefly your project, your satisfaction with the outcomes, the quality of mentoring you received.

8. Do you feel that undergraduate research should be required of every student?

9. What are your post-graduation plans?

10. Do you have any comments on the facilities / instrumentation / space that is used by the biochemistry program?
11. Would you recommend any changes in the biochemistry program to make it stronger?

12. What was the most beneficial aspect of your undergraduate education at Armstrong (can be a BCHM example or external to the program)?

13. What was the least beneficial aspect (most in need of improvement) of your undergraduate education at Armstrong (can be a BCHM example or external to the program)?

14. Were there any faculty members who particularly inspired you or had an exceptional impact on your overall experience in BCHM? If so, please list names and details.
a) Students will demonstrate mastery in the core discipline of biochemistry.  
   *Assessment methods: Exit exam, ACS Exam in CHEM 3802 and Final Exams.*

b) Students will demonstrate mastery of the use of modern instrumentation, safe execution of biochemical experiments, data collection and analysis of results.  
   *Assessment methods: Exit Interview, Laboratory Reports, Undergraduate Research (when appropriate).*

c) Students will demonstrate effective scientific communications skills in both written and oral form.  
   *Assessment methods: BCHM 4501 Grading Rubric, In-Class Presentations and Laboratory Reports.*