DEPARTMENT OF CHEMISTRY AND PHYSICS
FACULTY MEETING MINUTES
September 23, 2015


ABSENT: Donna Mullenax(excused) & Randal Wilson

GUEST: Jane Wong, Interim Dean, College of Science and Technology

I. CALL TO ORDER
The meeting was called to order at 12:00pm on September 23, 2015 in Room 2016. Dr. Will Lynch presided.

II. APPROVAL OF MINUTES
The Minutes from August 13, 2015 were approved as presented.

III. NEW BUSINESS
A. Faculty Senate - Dr. Clifford Padgett reported that the meeting was quite brief. The Faculty Senate gave charges to the committees, passed all the curriculum items and spent some time discussing hazing and bullying.

B. Planning, Budget and Facilities Committee
1- Dr. MacGowan reported that she was elected Chair of the committee.
2- Faculty Salary Adjustments. Again the committee discussed the review process for making faculty salary adjustments. Some of the issues addressed concerned the data used to make the latest adjustment round (July 15); the average percent raise for VP for the 2015-2016 year and reconvening of the faculty salary adjustment committee.

3- Building Projects Up-dates - Additional issues discussed were updates on building projects (i.e. Liberty Center, ARC, Health Professions renovation and new building) and consultant fees.

Dr. MacGowan encouraged the faculty to inform her about any building/maintenance issues and/or janitorial problems since Director of Facility Services, Ms. Katie Twining, will be present in their meetings. PBF can address these concerns because the supervisors are exo officio members of the committee.

C. Biochemistry Committee
i. Deletion of MAPP requirement from BS in Biochemistry.
The faculty voted unanimously to delete the MAPP requirement from the Biochemistry Program.

ii. Honors In Biochemistry
As the Biochemistry degree program matures, things that were not part of the original package were found. For example, there is no approved mechanism for a student to graduate from the
program with honors in Biochemistry. The Biochemistry committee discussed the requirements and they are recommending that unlike the requirement for Honors in Chemistry where a student may graduate with Honors in Chemistry by completing three credit hours in CHEM 4991 approved by the department's honors committee, maintaining an overall grade point average of 3.5 in all chemistry courses applying to the major and completing all requirements of the Honors Program, a student may graduate with Honors in Biochemistry by completing three credit hours in BCHM approved by the department's honors committee, maintaining an overall grade point average of 3.2 in all Biology, Biochemistry and chemistry courses applying to the major and completing all requirements of the Honors Program. So, the biggest difference is the 3.2 gpa required by the Biochemistry in comparison to the 3.5 gpa required in Chemistry.

The faculty voted and the result was 16 votes to approve the 3.2 gpa requirement in Honors in Biochemistry, 2 abstentions and 1 opposed.

iii. Deletion of CHEM 3900/4991 from Biochemistry Program of Study
Originally the department did not have a Research course in the Biochemistry Program, so instead the Chemistry courses were used, but felt that the easiest way to clean this up was to pull the chemistry off the table and leave just the Biochemistry and the Advanced Biochemistry Research.

The faculty voted and the result was 18 votes in favor of approving the above and 1 abstention. Please refer to Attachment #1 for more details.

D. General Chemistry Committee
The General Chemistry Meeting Minutes are attached for informational purposes. Please refer to Attachment #2.

E. Safety Committee
Ms. Roach reported the following:
1- All classrooms and labs should have posted on their doors the emergency placards so student would know how to proceed in case of an emergency.
2- All the telephones in the labs should have labels with the University Police Number, which is 912-344-3333.
3- All telephones in the labs should be working properly.
The faculty and staff are charged with ensuring that the above is being enforced.

F. Other
Dr. Lynch mentioned that with the upcoming launch of the new and improved Armstrong website, which will take place on Sunday morning, faculty and staff members should consider making an appointment with the school’s photographer to take another head shot.

IV. DR. JANE WONG – INTERIM DEAN, COLLEGE OF SCIENCE AND TECHNOLOGY
This item was discussed at the end of the meeting.

V. OLD BUSINESS
   A. Faculty Review Dates
      The Faculty Review dates have slightly been pushed back in January, February and March but have kept the same targets, which are first year
review being done in January followed by Faculty Retention for third year faculty, then Drs. Quillian’s and Weiland’s review and finishing with Post-tenure review for Suzy Carpenter.

B. Upcoming Dates
   i.  F, Sept. 25 SAACS (noon, 2016)
   ii. F, Sept. 25 – Internal Grants Due
   iii. F, Sept. 25 – Low Country Boil at Bamboo Farms at 6:00pm
   iv.  T, Sept. 30 – NSF CHEM CAT and CHEM SYN
   v.   W, Oct. 7 – Academic Midterm Fall 2015
   vi.  W, Oct. 14 – Biochemistry lunch
   vii. F, Oct. 16 – Gignilliat Proposals Due / ACS PRF Due
   viii. W, Oct. 21 – Dept. Meeting
   ix.  TR, Oct 29 – Coastal GA Section of ACS Meeting at 6:30pm/(Site TBA)
   x.  F, Oct. 30 – Bill Pennington on Campus from Clemson
   xi.  T, Nov. 3 – NSF IUSE Due
   xii. F, Nov. 11 – Gamma Sigma Epsilon Induction – noon
   xiii. W, Nov. 18, Dept. Meeting
   xiv. W, Nov. 18, Coastal GA Section of ACS Meeting at Moon River Brewery at 6:00pm
   xv.  S, Dec. 12 - Commencement
   xvi. Jan. 13, NSF MRI

VI. ANNOUNCEMENTS

C. Faculty and Student Information –
   i.  BS-ACS Chemistry Alumnus:  Peek, Nathan, et.al. “Mechanism of Initiation in the Phillips Ethylene Polymerization Catalyst: Redox Processes Leading to the Active Site” ACS Catalysis, 2015, 5574
   ii. BS Chemistry Alumnus:  Maya West, still at Auburn Chemistry, finishing up her orals this fall to get her PhD prospectus finished.
   iii. Richard Wallace, ACS National Historic Chemical Landmarks Committee Member for 2015.
   iv. Todd Hizer - Monday September 14 did a chemistry show for 38 high school students and approximately 50 parents, teachers, and other guests as part of the Savannah Science Seminar.
   v.  Brent Feske – NSF UNS – Grant proposal has been funded by the National Science Foundation: Protein Function, A New Family of Amine Dehydrogenase, $447.5 k
   vi. 13 R&S/T&L Internal Grants have been submitted by the faculty of the department.
   viii. 3 SPARC grants have been submitted from the department – 1) Sarah Zingales & Sarah Gray, 2) Brandon Quillian and 3) Mitch Weiland.
   ix. Faculty / Student Publications:  Feske, Brent, Groover, Jonathan Groover, et. al. “Organic Synthesis with A.A. Dehydrogenases,
Dr. Wong was welcomed to the meeting and immediately proceeded to comment that the last time she was with us was back in October of 2014. The four major items discussed back then were Faculty concerned about needing one more faculty member in both Chemistry and Physics sides, issues concerning Supplemental Instructions, issues regarding procrastinating seniors pertaining to upper level courses, which in turn affects sophomores and E-core.

1- E-core
The first item addressed by the Dean this time was regarding E-core again and in response to a question raised by Dr. Lynch. According to Dean Wong, enrollment numbers have not affected any single discipline that should be of concern at this point. Nevertheless, at the time registration took place last academic year the e-core courses had not been listed. This time, however, when registration begins in the spring, they will make sure to list those courses since day one.

Her personal opinion regarding the new Provost is that perhaps he is not fully understanding the reason why faculty has decided not to be an affiliate of e-core.

2- Centralized Advisement
The faculty from the CST has strong and legitimate concerns regarding the centralization of advisement. The office of the Dean of CST shares the faculty's concerns, particularly that which regards the devotion and dedication of advisers. The two advisers in the CST have been tasked by Academic Advancement with teaching advisers about all programs, which is a huge charge for only two people.

The Dean did informed us that one of the reasons why the Administration decided to centralize advisement was the result of a survey given to graduating senior students. The two major complaints of the graduating seniors were that they did not like their advisors and hardly ever saw the same person twice and the boring campus life.

Two very important questions have been raised:

i. Is there a mechanism in place to ensure that students are talking the correct courses?
ii. Is there a clear understanding on the part of the Administration of how critical the “one size fits all” policy may not work for some disciplines?

These questions, however, will remain unanswered for now and it is the faculty's consensus that at this point the issue needs to be addressed by the Faculty Senate if any answers are going to be found.
In order to boost enrollment, the Dean has placed in motion a “Meet and Greet” sessions headed by the two CST advisers, sessions when the two college advisers will try to retain one student at a time. Another thing they have placed in motion is field trips to High Schools where they will offer students who will commit to enroll in ASU within a 6 or 7 month period after visiting their schools. ASU will at that time wave the Application Fee for these students.

The Dean did leave the meeting with an encouraging note, which also was a result of the survey given to graduating seniors. The students did say that the most positive aspect of their ASU experience was the relationship they developed with faculty in their career development and, therefore, encouraged the faculty to continue the good work.

The meeting was adjourned at 1:00pm.

cc: Dr. Jane Wong, Interim Dean, College of Science and Technology
    Dr. Brent Feske, Interim Associate Dean, College of Science and Technology
Attachment 1

Biochemistry Meeting Minutes
July 8, 2015
Minutes (W.Lynch, Chair, M. Weiland, Sara G., Nicole D., Todd H.)

1. Minutes March 2015 - reviewed and approved.
2. Exit Exam Results – The committee reviewed exit exam results from Spring 2015. Notable was the outstanding performance by the cohort (average = 78.3%tile). No recommendations moving forward. We do now have normative data for the Biochemistry 2012 Complete Exam and we will begin to use this exam as the CHEM 3802 final exam to achieve assessment data from the biochemistry sequence. Biochemistry 2007 exam will continue to be used as our exit exam.
3. BS Biochemistry Declared Majors – The committee reviewed the declared majors list. The group will plan a luncheon for majors this fall semester as a “get to know the discipline and biochemistry program”. This is due to the fact that students really don’t get exposed to biochemistry during their first 2 years in the program. Format and date of lunch will be discussed further.
4. Issues with the curriculum (things to fix/work on) from year 1 – discussion
   a. Intro to Biochemistry Seminar/ Course – Weiland, as part of item #3, is investigating an introductory course for the first year of the curriculum to introduce students to biochemistry. He will report back to the committee with any further information or curriculum items.
   b. BCHM research papers 3900/4991 ACS Issues – Lynch reviewed the comments from the ACS CPT committee. He has charged the ACS Certification Committee to review this and biochemistry will follow suit with any guidelines or changes that come forward.
5. Instrument / facilities issues from year 1 moving forward – Group discussed current instrumentation are pleased with current status. During biochemistry strategic planning this year, a prioritized instrument list will come forward later this year.
6. Honors in Biochemistry – The committee reviewed the chemistry program’s criteria for honors in the major. The committee is recommending the following for consideration by the department.

Honors in Biochemistry (approved by the biochemistry committee, July 2015)

Draft – July 2015

Honors in Biochemistry. A student may graduate with Honors in Biochemistry by completing three credit hours in BCHM 4991 approved by the department’s honors committee, maintaining an overall grade point average of 3.2 in all
**biology, biochemistry** and chemistry courses applying to the major, and completing all requirements of the Honors program.

**For comparison: Honors in Chemistry.** A student may graduate with Honors in Chemistry by completing three credit hours in CHEM 4991 approved by the department’s honors committee, maintaining an overall grade point average of 3.5 in all chemistry courses applying to the major, and completing all requirements of the Honors program.

7. Exit Survey Results – The committee reviewed the exit survey given to the 4 graduating seniors. No recommendations at this time.

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**Biochemistry Meeting Minutes**

Sept. 16, 2016
2pm, SC 2603

W. Lynch, Chair, M. Weiland, S. Gremillion, T. Hizer, N. Davis, B. Feske

**Agenda**

8. The committee reviewed and approved the minutes from July 2015.
   a. The committee reaffirmed its Honors in Biochemistry Proposal.
   b. The committee reaffirmed a decision to put forth an introductory “biochemistry seminar” course BCHM 2000 or 3000. This course would be designed as an introductory to biochemistry course to give students a feel for biochemistry because students don’t theoretically take a biochemistry course until after Organic Chemistry II. The proposal will likely come forward in October from the committee, 1 credit hour with either a CHEM 1211 or 1212 pre- or co-requisite.

9. MAPP Discussion (should we remove the MAPP requirement)
   a. The committee would like to remove the MAPP requirement from the B.S. Biochemistry degree. Current assessment methods include
      i. Use of ACS Biochemistry Examination 2007 with normative data as the BS Biochemistry Exit Exam.
      ii. Use of ACS 2012 Biochemistry Examination 2012 with normative data as the CHEM 3802 final exam.
      iii. Exit Interview for all BS Biochemistry Majors.

10. CHEM 3900 – Research Discussion
    The committee discussed the use of CHEM 3900 as a graduation requirement and what level of biochemistry was necessary. The committee felt the issue could be resolved by removing CHEM 3900 as an option in the BS Biochemistry degree program.

Delete CHEM 3900/4991 from the program of study for the BS Biochemistry Degree Program:

**PROGRAM FOR THE DEGREE OF BACHELOR OF SCIENCE IN BIOCHEMISTRY**
A. General Requirements
Core Areas A, B, C, D.IIA, and E ............................................................................. 42 hours
Biochemistry Majors are required to take a minimum of MATH 1113 in Core Area A and MATH 1161 in Core Area D. Students may choose to take MATH 1161 in Core Area A and MATH 2072 in Core Area D.
Area F ............................................................................................................. 18 hours
CHEM 1211/1211L and CHEM 1212/1212L (unless taken to satisfy Core Area D, in which case, substitute CHEM 2101/2101L and CHEM 2102/2102L)
Choose one sequence from:
PHYS 1111K- Introductory Physics I and
PHYS 1112K- Introductory Physics II or
PHYS 2211K- Principles of Physics I and
PHYS 2212K- Principles of Physics II or
One hour excess for MATH 1161
One hour lower division approved elective
Physical Education ..................................................................................................... 3 hour
First-Year Seminar ........................................................................................................ 1 hour
B. Major Field Courses ................................................................................................. 36 hours
BCHM 3301 Bioanalytical Chemistry
BCHM 3403 Biophysical Chemistry
BCHM 3811 Introduction to Biochemical Techniques
Choose one of the following classes:
BCHM 3812 Advanced Biochemistry Laboratory
BCHM 3900 Biochemical Research (1 credit hour)
BCHM 4991 Advanced Biochemical Research (1 credit hour)
CHEM 3900 Chemical Research (Biochemistry approved, 1 credit hour)
BCHM 4811 Bioinstrumental Laboratory
CHEM 2101/2101L Organic Chemistry I with Laboratory
CHEM 2102/2102L Organic Chemistry II with Laboratory
CHEM 2300 Principles of Chemical Analysis
CHEM 3801 Biochemistry I
CHEM 3802 Biochemistry II
CHEM 4500 Chemistry Seminar or BCHM 4501 Biochemistry Seminar
7 hours of approved upper division chemistry or biochemistry courses.
No more than 3 hours total can be from CHEM 3900, CHEM 4991, BCHM 3900 and BCHM 4991.
C. Related Field Course ................................................................................................. 16 hours
BIOL 1107/1107L Principles of Biology I
BIOL 2400 Introduction to Cell and Molecular Biology
BIOL 3000 Cell Biology
Minimum 6 hours from:
BIOL 3700 Genetics
BIOL 4000 Cancer Biology
BIOL 4220 Endocrinology
BIOL 4400 Virology
BIOL 4500 Bioinformatics and Biotechnology
BIOL 4650 Immunology
Or other department approved upper division biology courses
D. Electives ...............................................................................................................
11. Biochemistry Major Lunch – Oct. 14 @ noon. Agenda: 1) Welcome, 2) Curriculum, 3) Senior Comments, 4) Research Presentations (also consider a seminar each semester to support a sense of community)
12. SC 2301 & 2302. The contents and focus of the two laboratories will essentially be swapped during the month of December.
13. Mission, Vision Goals – Draft attached. (to be discussed in October meeting)

Draft Sept 2015

Biochemistry Program Mission
The biochemistry program operates under the auspices of the Department of Chemistry and Physics at Armstrong State University. The program is committed to developing a bachelor’s degree program acknowledged and recognized around the southeast region of the United States for excellence and innovation in its curriculum, undergraduate research and graduates. The faculty are committed to exceptional teaching and undergraduate research experiences for our students to enhance the vitality of our program.

Biochemistry Program Vision
The biochemistry program at Armstrong State University is committed to being an outstanding program based on teaching excellence, curriculum innovation and high quality undergraduate research and experiential activities to enhance our graduates and regional reputation.

Biochemistry Program Objectives
1. Prepare students for bachelor’s level careers, graduate school and professional study in the health professions.
2. Provide high quality and innovative classroom experiences for our students through professional development and implementation of technologies throughout the curriculum.
3. Encourage high quality research through faculty / student mentoring experiences which result in peer reviewed and externally funded outcomes.
4. Promote biochemistry through professional and community activities.
5. Provide excellent advising experiences to help steer students through the program and beyond.
6. Actively promote our program and maintain alumni relations via marketing activities.

Biochemistry Program Goals
a) Students show proficiency 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.
Attachment #2

General Chemistry Committee
Meeting Minutes
2 September 2015

In attendance: Lea Padgett (chair), Catherine MacGowan, Todd Hizer, Yvonne Roach, Gary Guillet, Randal Wilson

1. Discussion of spring numbers
   Enrollment numbers from Fall 2015 and Spring 2015 were discussed and the rationale explained for leaving the class schedule the same for Spring 2016 as it was for the previous year. There were extra seats last year in 1211 sufficient to accommodate the expected increase in enrollment for the spring due to the pre-requisite change. Splitting lecture and lab should also free up lecture seats in both courses due to students retaking only the lecture portion of the course.

2. Course planning for summer 2016
   Based on anecdotal evidence, it was decided that we would request a course schedule with one 1211 course spanning the entire 8-week term and the opportunity to complete the sequence as two consecutive summer terms.

3. Freshman chemistry majors
   Dr. Lynch asked us to consider reaching out to new chemistry majors in an effort to increase their engagement with the department. We liked the idea of having the instructors deliver a personal invitation as it would create a connection with their instructor as well. It was felt that waiting a couple of weeks into the semester would avoid conflicting with the influx of other activities that are usually scheduled the first week.

4. Special Projects for 1212 lab
   The group is going to begin working on an updated repository of lab projects for the students. We would then be able to direct students to the repository to select or modify topics which should lessen the uncertainty involved with the experiments, which has curricular, safety, and supply considerations. Enough information would be withheld that students would still have to determine/source their procedures, but the instructor access portion could be expanded to contain sample techniques and literature documentation as appropriate. D2L will be looked into as a means for storing the instructor level materials that would preserve access from semester to semester.