I. CALL TO ORDER
The meeting was called to order at 12:00pm on November 18, 2015 in Room 2016. Dr. Will Lynch presided.

II. APPROVAL OF MINUTES
The Minutes from October 21, 2015 were approved as presented.

Morris Whiten, friend and former colleague was in a severe accident recently near his home in Glennville. Morris is Professor Emeritus of Physics (1970-2001). Ms. Carpenter called earlier today and found out that he was transferred from Memorial Hospital to another facility. The Department did send flowers. We will continue to keep you up-dated regarding his condition as we are informed.

III. NEW BUSINESS
A. Faculty Senate
Dr. Clifford Padgett reported the following:
 i. Georj Lewis made some remarks regarding Strategic Enrollment Management. His presentation will be available on the web soon.
 ii. There will be a Faculty Town Hall Meeting today from 3-4:00pm at the Student Union regarding the upcoming salary study.
 iii. The meeting of the USG Faculty Council on October 24 was successful.
 iv. The BOR will be asking the State for a 3% salary raise for faculty and staff for AY 2016.
 v. CIP Codes have to be looked at because some faculty do not fit into any CIP code for the forthcoming faculty salary study. Everyone below 93% CUPA got increased in the previous round of the study (CIP code for instructors/lecturers is only by discipline, not rank).

B. Planning, Budget and Facilities Committee
Dr. MacGowan reported that the Director of Facility Services is encouraging everyone to address her directly regarding anything of concern pertaining to Facility Services, especially when it comes to the janitorial services, as their contract is on probation.
The Director of Facility Services also reported that funds have been requested for the following:
1. The Science Center chiller replacement
2. Memorial College Center Renovation
3. University Hall Renovation
4. Science Center renovation (lab spaces and furnishings)
5. Faculty and Staff salary increase (3%) 
6. Telephone Upgrade for campus services

The lighting in the soccer, baseball and softball fields will be installed over the next few years. The money for the repair of this project will proceed from fundraising that is currently underway.

C. Budget
The department will be conducting regular budget up-dates.

Regarding the NMR's repair, we are expecting someone to be on campus the week after Thanksgiving or the following week.

Anyone planning to travel during the spring, make sure to inform Dr. Lynch quickly.

D. Safety Committee
The Safety Committee presented the Hazardous Waste Disposal Policy document and the department voted unanimously to approve the document. For more details, please refer to Attachment #1.

E. Chemistry Curriculum Committee
Ms. Carpenter emphasized two (2) items from the Chemistry Curriculum Minutes.
1. The removal from the catalog of the Joel E. Hildebrand Chemistry Society and add Gamma Sigma Epsilon Chemistry Honor Society.
2. The Committee made the recommendation to add to all of the Chemistry 15 to Finish forms the following:
   Note: Students are responsible for investigating the pre-requisites for the Professional programs (medicine, dentistry, physician assistant, etc.) for which they plan to apply.

For more information, please refer to Attachment #2.

F. Instrument List
Dr. Lynch distributed the instrument list, which should be returned back to him after the faculty rate each instrument by its priority. The results of this survey have been placed in Attachment #3.

Dr. Lynch also reported that we do have the 1407 room technology upgrade. We will go with the standard package, which is the same as room 1405.
VI. Announcements

A. Upcoming Dates
   i. F. Dec. 4, Dept Lunch, 12 noon
   ii. S, Dec. 12 – Commencement – 9:30 am
   iii. Jan. 13, NSF MRI

B. Donna Mullenax – We congratulate Ms. Mullenax as she is being recognized and will be inducted into the ASU Hall of Fame.

C. Brandon Quillian – We congratulate Dr. Quillian on His proposal to the NSF-IUSE, Cross-linking the Curriculum (PC3), which awarded him with $299,736.

D. Science Bowl – Jan 30; Feb 6 and Feb 27/2015

E. Coastal GA, SA-ACS – – Nov, 19, 2015 @ Moon River Brewery – Trivia Night

F. SAACS – Nov 20, 2015 @ SC Room 2001 – Thanksgiving & EOY Celebration

G. Recent Publications from Faculty and Students
   v. Cliff Padgett and co-workers from Georgia Southern, Energy Technology, 2015.

The meeting was adjourned at 12:52pm.

cc: Dr. Jane Wong, Interim Dean, College of Science and Technology
    Dr. Brent Feske, Interim Associate Dean, College of Science and Technology
1. Hazardous waste materials should be segregated based on the 15 general categories listed below and stored in a local designated area (temporary collection site) within the laboratory. Hazardous waste should be stored in appropriate containers and must remain tightly CLOSED (capped) between additions. DO NOT FILL CONTAINERS TO THE TOP. For containers without a fill line, leave approximately 2 inches of space between the top of the container and the waste. Containers should never be capped with parafilm or rubber, cork, and ground glass stoppers. Keep the outside of the container clean.

**General categories for waste materials include the following:**
- Non-halogenated organic solvents
- Halogenated solvents
- Heavy metals
- Mercury or its compounds
- Acids, organic
- Acids, mineral
- Bases, organic
- Bases, mineral
- Acyl halides
- Cyanides
- Sulfides
- Organic peroxides
- Inorganic oxidizers
- Water-reactive compounds
- Oils

**General guidelines:** Do not put acidic or basic waste (pH <3 or >9) in metal cans. Keep acids and bases separate from hydrocarbons and ethers. When possible, keep all carcinogens, mutagens, and teratogens separate from other waste. Do not consolidate waste containers from different categories.

2. Transport the full container to the collection site (Room 2113 inside Room 2115 – Stock Room) as soon as is practical.
3. Complete a yellow hazardous label card found on the door. The following data are required.
   a. The names (not formulas) of the contents, including water or any solvent.
   b. The percentage of each component (approximate, if exact amount is unknown).
   c. The total volume or weight.
   d. The pH for highly acidic or basic waste (<3 or >9).
   e. Name, date, and room number of the lab in which the waste was generated.
   f. Your signature.

4. Attach the label securely to the container using either a twist tie or packing tape. Clean the outside of the container before adhering tape. NOTE: If the container has any solvents that might render the packing tape ineffective use a twist tie to prevent the label from falling off at some later date.

5. Place the container on a shelf with containers of similar waste. If the container is too large for the shelves, place it on the floor, out of the walkway.

6. Record the hazardous waste deposit in the hazardous waste inventory found on the door.

Notes:
1. Labels, inventory forms, etc. needed to log the container are found on the door to Room 2113.

2. An outside vendor will pick-up hazardous waste from the department just after Fall and Spring semesters close. Any containers that are essentially full should be moved to the main collection area before that time.

3. Questions should be addressed to the Chemistry Lab Supervisor.
Department Curriculum Committee items for 11/18/15 Department Meeting

Department of Chemistry and Physics
Chemistry Curriculum Meeting
9/28/15

Present: Sarah Gray, Cathy MacGowan, Cliff Padgett, Suzy Carpenter (presiding)

The meeting began at noon.
1. The charges from the Department Head were discussed and the following assignments were made. Sarah will examine the B.S. in chemistry checksheet, 4-year plan, and corresponding catalog information. Cathy will examine the B.A. in chemistry checksheet, 4-year plan, and corresponding catalog information. Cliff will examine the B.S. in chemistry with ACS certification checksheet and corresponding catalog information as well as create a 4-year plan for it. Suzy will check the balance of catalog information. Dr. Lynch indicated that the B.S. in biochemistry will be examined by the Biochemistry Committee.

There was discussion about who “owns” the checksheets now. Sara said that when she found an error previously, she was directed to report it to the CST Advisors (rather than asking Gladys to make a change). Suzy will investigate who is now responsible for keeping up-to-date versions of these documents.

2. The Committee discussed the MAPP (Measure of Academic Proficiency and Progress) test previously required of all graduates as the general education exit exam. The University is dropping the requirement (and will assess the general education learning outcomes at the corresponding course level) and departments must decide if they will continue to require it of their graduates. Since Dr. Lynch administers a graduating senior survey to collect information useful in program planning and assessment, we see no reason to continue to require the MAPP test for chemistry graduates. The Committee voted unanimously not to require completion of the MAPP test.

The Committee will meet again on Monday, October 19th at noon in the Department Conference Room to report back on item #1 above.
Present: Sarah Gray, Cathy MacGowan, Cliff Padgett, Suzy Carpenter (presiding)

The meeting began at noon.

1. Sarah reported on the B.S. checksheet and 4-year plan, Cathy reported on the same items for the B.A., and Cliff reported on the same items for the B.S. with ACS Certification (note: the 4-year plan for the B.S. with ACS Certification is available from the Department Head but not out on the racks). Cathy reported that the B.A. 4-year plan is accurate. The other two 4-year plans will be discussed at the next meeting.

There were several items noted for all 3 checksheets. They are:

   a) Asterisk use is confusing and ill-defined. The symbols used and their definitions need to be standardized and used similarly in all 3 checksheets.

   b) Rather than list Honors courses on the Core Curriculum side of each checksheet, a note should be placed at the top stating that Honors sections can substitute for the corresponding courses.

   c) The lists of core courses in Areas A-E don’t match the list in the 2015-16 catalog (pp 89-92). The lists should be updated each year when the new catalogs come in.

   d) The names of CHEM 3401 and CHEM 3402 have changed but their names have not been updated on the checksheets. There were several items noted for the B.A. and B.S. checksheets only. They are:

   e) In Area F, remove the note, “If taken in Area D, substitute…” and replace with verbiage in the catalog (pp. 183-184)—a parenthetical phrase following CHEM 1211 and 1212 “(unless taken to satisfy Area D, in which case replace with 8 hours of lower division electives).”

   f) CHEM 4800 should be added to the list of courses in Major Field Courses.

One final observation made regarding advisement tools is that DegreeWorks does not substitute Honors sections for the corresponding courses.

2. Suzy reported on the rest of the catalog and has the following corrections:

   p. 61 STEM Success Center (instead of CST Tutorial Center)

   p. 65 Remove Joel E. Hildebrand Chemistry Society and add Gamma Sigma Epsilon Chemistry Honor Society

   p. 181 Under General Information, need a space between “applied” and “physics.” Also need to add “Biochemistry” to the list of minors.

The Committee will meet again on Monday, November 9 at noon in the Department Conference Room. At that meeting, Sarah and Cliff will report on the reconciliation between the checksheets and 4-year plans for the B.S. and the B.S. with ACS Certification,
respectively. Suzy will provide copies of the “15 to Finish” advisement forms, and the forms for requesting that CHEM 2230 be designated a Core Area D course.

Department of Chemistry and Physics
Chemistry Curriculum Meeting
11/9/15

Present: Sarah Gray, Cathy MacGowan, Cliff Padgett, Suzy Carpenter (presiding)
The meeting began at noon.

1. Cliff and Sarah reported on their reviews of the 4-year plans for the B.S. and the B.S. with ACS Certification, respectively. The following changes to the 4-year plans are recommended:
   a. For all 4-year plans (B.A., B.S., and B.S. with ACS Certification), the lecture and lab components of CHEM 1211 and 1212 need to be split out.
   b. For the B.S. 4-year plan, the number of hours for the free elective in the spring semester the senior year should be 4 (rather than 3, currently on the sheet) to total 124 hours.

2. The Committee again discussed the checksheets (B.A., B.S., and B.S. with ACS Certification). For all, since Area B is identified with 4-5 hours, then the free electives should be changed to reflect the range. We recommend:
   The free electives should be changed to the following:
   B.A. 8-9
   B.S. 2-3
   B.S. with ACS Certification 1-2

3. Suzy provided the Committee members with copies of the 15 To Finish forms that (at least) the CST Advisors use to advise chemistry students. These forms are found at the Armstrong FYE webpage. After discussion, the Committee decided to examine these sheets for consistency with the checksheets and 4-year plans. Cathy will review all 4 of the B.A. sheets (MATH 1111 Start, College Algebra + Co-remediation Start, MATH 1113 Start, and MATH 1161 Start), Sarah will review 2 of the B.S. sheets (MATH 1111 Start and College Algebra +Co-remediation Start), and Cliff will review 2 of the B.S. sheets (MATH 1113 Start and MATH 1161 Start). Additionally, Suzy will develop a new sheet (B.A., Pre-Pharmacy Start). The Committee also makes the following recommendation:
   Add the following to all of the Chemistry 15 To Finish forms.
   Note: Students are responsible for investigating the pre-requisites for the professional programs (medicine, dentistry, physician assistant, etc.) for which they plan to apply.

4. Suzy reported that a text has been found for CHEM 2230. The Committee is interested in adding CHEM 2230 to Core Area D (non-lab course in D1). She is working on a syllabus which is a required part of the process for inclusion in the Core.

The Committee will meet again at 10AM on Thursday, December 10th in the Department Conference Room.
Attachment #3

Armstrong State University
Department of Chemistry and Physics
Instrument Prioritization, November 2015

(5 highest / 1 lowest)**

** Value in left hand column reflects average ranking from faculty / staff poll conducted November 18, 2015. 5 being highest priority, 1 being lowest priority.

<table>
<thead>
<tr>
<th>Cost</th>
<th>Item Description</th>
<th>Budget Impact</th>
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<tbody>
<tr>
<td><strong>High Cost</strong></td>
<td></td>
<td></td>
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<tr>
<td>4.4</td>
<td>400 MHz High Field NMR</td>
<td>$341,998</td>
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<tr>
<td><strong>Medium Cost</strong></td>
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<td></td>
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<tr>
<td>3.2</td>
<td>Gel Permeation Chromatography / SEC</td>
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<td>3.0</td>
<td>Spinsolve NMR</td>
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<td>TGA/DSC Combination Instrument</td>
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<tr>
<td>4.2</td>
<td>X-ray EDX-7000, Fluorescence Instrument (XRF)</td>
<td>$71,626</td>
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<tr>
<td>3.5</td>
<td>X-ray Tracer Instrument (XRF)</td>
<td>$48,100</td>
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<tr>
<td><strong>Low Cost</strong></td>
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<td>3.9</td>
<td>Chemidoc System</td>
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<td>2.5</td>
<td>Direct Injection Probe for GC/MS</td>
<td>$10,000</td>
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<td>3.0</td>
<td>Laptop Upgrade in organic sequence</td>
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<td>Physics Laboratory Upgrades</td>
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<td>2.8</td>
<td>Rotovaps and Vacuum Pumps for Organic Chemistry</td>
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