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

II. APPROVAL OF MINUTES
The Minutes from January 27, 2016 were approved as presented.

III. NEW BUSINESS
A. Faculty Senate
Dr. Clifford Padgett reported the following:
   i. Campus Carry.
   President Bleicken briefly up-dated the faculty regarding Campus Carry. Both the House and the Senate passed House Bill 859 and is currently awaiting action from the Governor Nathan Deal. A Campus Carry Forum is scheduled for March 24/2016 at 3:30pm in the Ogeechee Theater to discuss the current state law and the proposed state law and how it could affect the campus and all University Systems of Georgia institutions.
   ii. eCORE.
   The Provost also briefly commented that the agreement for eCORE has changed; that the state system altered the language to read that we have attained faculty endorsement through existing faculty governance channels and that faculty have reviewed the courses offered and found them to be consistent with our curricular standards. The rate of enrollment of our students in eCORE has increased and currently we are the only institution in USG not affiliated with eCORE.
   iii. Salary Committee Up-date
   The committee met before spring break and currently Dr. Mike Toma is working with the data. The committee is expected to meet again in two weeks to review the spreadsheets. There is a rumor that the state legislature may limit funds universities can use for faculty raises to the 3% merit raise. Nevertheless, there is no tuition increase and the expectation is that we won't have additional funds. The university's top budget request was for salary adjustments.
   iv. The new Human Resources Director
   The new Human Resources Director is Mr. John Brooks. Mr. Brooks has worked in the system as HR director for Clayton University and more recently at Tennessee Tech.
v. CIO Internal Search
There will be an internal search for the CIO position. Currently Tim Moody is acting as our interim CIO.

vi. MyCampus Survey and Summer Profit Sharing
The Planning, Budget and Facilities Committee met last month and addressed the low completion rate for the MyCampus Survey. The committee encouraged everyone to complete surveys like these when sent. Also, they will continue to discuss the status of summer profit sharing.

vii. Senate elections are coming up.
The faculty senate is encouraging nominations to be made for new senators as well. Dr. Clifford Padgett will be the next president of the faculty senate.

viii. Post Tenure Review
The Faculty Senate requested the addition of “Very Satisfactory” to Post Tenure Review because they believe that in the post-tenure review process there should be additional incentive and reward for faculty who exceed expectations. They proposed that in the future there be a “very satisfactory” category, which is defined below. We would then propose to add to our policy: Faculty who are found to be “very satisfactory” at post-tenure review are to be awarded a $1,500 raise to their base salary.

Very Satisfactory: the faculty member is performing effectively as a teacher and is making greater than satisfactory contributions, exceeding those typically appropriate to a senior faculty member, in either scholarship or service. Individual departments/programs may have specific service or scholarship expectations for individual faculty members because of the particular position held by the faculty member. This point should be addressed in the review. If a faculty member is found to be “very satisfactory”, the department head may wish to further commend the faculty member.

CST Dean’s Search
Ms. Carpenter asked to up-date us regarding the CST Dean’s Search. The Search Committee went through all the applications and has been using Collaborate to interview some of the applicants. On Monday, March 28 the committee will decide which applicants to invite to campus. The Search Committee anticipates that interviews on campus will take place the first and second weeks in the month of April.

B. Budget
i. Up-date on Status
Following-up with regular budget up-dates, Dr. Lynch informed the faculty that we are still in good shape at this time of the year. Nevertheless, we will close purchasing now. If you need to purchase something, please stop by his office and discuss the matter with him prior to placing an order, so it can be determined whether or not the item in question needs to be purchased at this time.

Ms. Roach reminded everyone that if they have any grant money left, to spend it now.
ii. NMR
Regarding the repair of the two NMR spectrometers, we received the invoice, it was at the quoted price and have paid it.

C. Letters of Recommendation & FERPA
Ms. Carpenter shared some valuable information regarding the FERPA Waiver Form faculty has to fill out when writing letters of recommendation that she was not aware of. She distributed a copy of the FERPA Waiver form, which is available on the university’s website and called our attention to three different parts of the form. First, she highlighted a portion under the section pertaining to “Recommendation Letters” that reads as follows:

“Statements made by a person making a recommendation that are made from that person’s personal observation or knowledge do not require written release from the student who is the subject of the recommendation. However, if personal identifiable information obtained from a student’s educational record is included in a letter of recommendation (courses taken, grades, GPA and other non-directory information), the writer is required to obtain a signed release from the student, unless the letter is released to the student for distribution.”

Therefore, bear in mind the importance of obtaining a signed release from the student.

The second part she called our attention to is the section where it says: “I am giving consent for Armstrong State University to either”:

1. Disclose any and all education records OR
2. The following records/information may or may not be disclosed as indicated in the box below:

Ms. Carpenter is checking box #1.

Then, the third section she refers to is the one immediately below the one above that requires the name and social security of the person.

Ms. Carpenter recommends to leave the name of the party and social security blank because institutions do not have social security numbers.

D. Fall 2016
There is really no up-dates regarding fall 2016, except that “waitlisting” is going into effect. Dr. Lynch has raised a number of concerns that concern him regarding the “waitlisting” process. For example, a student may sign up for section 1 and “waitlist” the other 11 sections, which will bump everyone else down the list. Another concern is that there is no real process yet to modifying the “waitlist” after grades have been posted in May. This will, most likely, result in a number of students who signed up for “waitlisting” for Organic 1 in the fall to only fail CHEM 1212.

E. Awards Convocation
The Awards Convocation is scheduled for Tuesday, April 19 at 6:00pm. Dr. Lynch encouraged the faculty to attend this very important event.

F. Scholarships
The department has five (5) scholarships for students to apply for:

1. The Kolodny Scholarship that is granted to students majoring in Applied Physics, Biochemistry and Chemistry.
2. The Kemira Scholarship that is granted to students majoring in Chemistry and that are Full-time students and
3. The Dorminey Scholarship that is granted to students that are majoring in Chemistry That are married and working full-time.

The above three scholarships are managed by the department and applications are ready to be picked-up in the front office.

The other 2 scholarships are the Pre-Med Scholarships (Brandt and Faye); they are posted on line for students to apply for.

G. End of Year Awards
Dr. Lynch asked Dr. Weiland to take care of the biochemistry students and the physics faculty to take care of their students. The chemistry section of the department will use the time to discuss the chemistry students during the meeting that is scheduled for Friday, April 1st.

The End of the Year lunch is scheduled for April 29, so we will need to discuss recipients of the Brewer and the GPA awards. Friday, April 15 will be the deadline to determine the recipients of these awards.

Please remember the e-mail Dr. Feske sent asking faculty to remember that the deadline for the CST Dean’s Recognition as a Research Scholar is April 9th. Also, encourage your students to apply for internships at Arizona Company.

VI. Announcements
A. Upcoming Dates
   i. F. March 25 at noon, SA-ACS Meeting
   ii. F, March 25, 5-10pm – Georgia Coastal Section Meeting, Tour of Eagle Creek Brewery in Statesboro, GA
   iii. W, A 13, 6:30pm – Georgia Coastal Section April Meeting Graduating Senior Recognition Night at Moon River Brewery
   iv. T April 19, 6 pm Awards Convocation
   v. M, W April 25, 27 – Seminars (noon)
   vi. F April 29 – Dept. Awards Meeting (noon)
   vii. Sat. May 7 – Graduation 10 am

B. Students
   i. Jenna Gulle - Accepted to UGA, College of Pharmacy.
ii. Matthew Hutchinson and Eddie Musa are both employed at SNF in Riceboro.

The meeting was adjourned at 12:46pm.

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