
I. CALL TO ORDER
The meeting was called to order at 12:00 noon on April 20, 2016 in Room 2016. Dr. Will Lynch presided.

II. APPROVAL OF MINUTES
The Minutes from March 23rd, 2016 were approved as presented.

III. NEW BUSINESS
A. Faculty Senate
Dr. Clifford Padgett reported the following:
   i. Remarks from President Bleicken.
   President Bleicken briefly addressed the faculty senate with what she called upbeat remarks regarding the university’s values and made mention of some of the things that are taking place on campus regarding those values.
   ii. Remarks from Dr. Mark Taylor, Director of Academic Advising and Support.
   Dr. Taylor commented on the fact that over 2,000 students have been advised and over 1,600 have already registered for the fall. He mentioned that they were not going to just rely on appointments to take care of students but will be also moving towards walk-in times as well during the upcoming fall. He appeared to be very enthusiastic about the task at hand. One of the first steps his office will be taking is working with each college to identify a contact person we can reach out to with questions. He mentioned that they were going to continue to enhance their training resources and work towards establishing access, availability and relationships.
   iii. e-Core
   A petition is currently at the President’s desk awaiting an answer. UCC took a vote and decided not to affiliate (4-5 vote), and due to that vote it could not come to the senate. A petition was sent to the President to bypass the senate but we should have more information about it shortly.
   iv. Campus Carry
   Senate President Desnoyers-Cola reported that at the USGFC meeting she attended, the Chancellor stated that he expected the Campus Carry legislation to be vetoed, even though he expects it to be reintroduced next year. The Chancellor also encouraged us to take proactive stances on campus carry as well as tasers on campus and that we need to be
writing letters to the Governor to express our concerns. A letter to the Governor was sent on behalf of the University stating where we stand as a campus on the Campus Carry. Dr. Clifford Padgett has a copy of it if you are interested in reading it and you may also go online to the Faculty Senate’s website and you can read it there, too.

v. Salary Committee Up-date
There is a faculty forum scheduled on Friday 22/2016 at 12:00 in the Student Union Ballroom regarding this issue. If you have any questions, it would be best to address them at that forum.

vi. Post-Tenure Review Bill
We are waiting to hear from the President regarding this matter.

B. Planning, Budget and Facilities
Dr. MacGowan informed the faculty that they are still working on the summer revenue plan but that they are yet to come up with the number of students we need in order to teach a course and that it won't be based on your salary.

C. Budget
Dr. Lynch reported that we are in a reasonable position regarding the budget and that we will talk about end of year by the end of May.

Dr. Lynch added that he would like the faculty to begin thinking on ideas on how to increase available funds so the department can secure and/or increase revenue outside of the streams we are currently using.

D. Safety Committee
The committee has been working hard to put safety back in front of everybody's mind. Students must attend the Safety Presentation once per year, which will be offered every semester. A summer presentation will be arranged as well.

The faculty voted 19 in favor of adopting the revised Safety Presentation and 1 Abstention. The Safety Committee Minutes are attached for your convenience; please refer to Attachment A.

E. General Chemistry
The General Chemistry Instructor Policies for General Chemistry Laboratory and the Principles of General Chemistry I & II Laboratory Objectives, which have been up-dated are attached for your convenience. Please refer to Attachment B. The faculty made a friendly amendment as follows:

1. Under the Instructor Policies for General Chemistry Laboratory, the Note at the end of the policies should be stricken,

2. Under the Principles of General Chemistry I & II Laboratory Objectives, Under Item 1,
   a. A complete listing of the glassware should be added as well as some type of statement like: “Such As or To Include” regarding the glassware and
b. The insertion of the word “scientific” glassware.

The faculty voted 19 votes in favor of the amendment and 1 Abstention.
The faculty also voted to adopt the Safety Practices in the Introductory Chemistry Laboratory document 17 votes in favor and 3 Abstentions.

Please refer to Attachment C.

F. CCG & SRS
Dr. Lynch expressed his appreciation for the faculty's involvement in CCG & SRS, which contributes to the support of students and the department’s activities.

G. Convocation
Dr. Lynch thanked the faculty for attending the Convocation. It was very clear that our department was the most represented there and he is sure that the students appreciate and deserve the effort the faculty puts forth to participate in such an event where students are being honored.

IV. OLD BUSINESS
A. Update on Industrial Relations
   i. Chad Reiter, Arizona Chemical, $48k;
      Michael Tran, Kelly, Annalise Evans have interviewed for Internship.
      Eddie Musa & Matthew Hutchinson have positions at SNF.
      Adela Casas currently working at Sweetener Solutions.
      Mark Tanner is currently working at GBI and has been promoted.

V. Announcements
A. Upcoming Dates
   i. M,W April 25, 27 – Seminars (noon)
   ii. F April 29 – Dept. Awards Meeting (noon)
   iii. Sat. May 7 – Graduation 10 am
B. Students
   i. Patrick Sisco, BS Spring 2004, FDA Arkansas Regional Laboratory has
      been promoted to Technology Based Expert, (ppt analysis of metals in
      food)
C. Faculty Information
      2016, 1, 3, “Bis[2,6-bis(trimethylsilylamino)pyridine-κN¹][6-bis(tri-
      methylsilylamino)pyridin-2-yl-κN¹](trimethylsilyl)azanido-κN]lithium
   ii. Robinson, R.; Neely, A.E.; Mojadedi, W.; Threatt, K.N.; Davis, N.Y.;
      Weiland, M.H., Biochemistry and Molecular Biology Education, “Using
      FPLC to Promote Active Learning of the Principles of Protein Structure
      and Purification”, 2016, Accepted for publication.
The meeting was adjourned at 12:51pm.

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

Safety Committee Minutes
April 8, 2016
Present: Y. Roach (chair), L. Padgett, B. Quillian, R. Wilson, S. Zingales
Absent: M. Weiland (Pre-Med meeting conflict)

1. The decision made in September concerning the Safety Presentation will be brought to the department for approval. This decision was as follows:

The Safety Presentation will be carried out on the first Friday of the fall and spring semesters. Other presentations will be carried out as needed, either by the Safety Committee or the supervising faculty member. Lab/Research assistants must attend at least one presentation per academic year in order to participate in lab/research assistant activities. Faculty/Lab Supervisors must attend at least one Safety Presentation per academic year. A sign-in sheet, used to track attendance, will be maintained in the Department office.

2. The Safety Presentation will consist of a series of six videos found at the following link

https://www.youtube.com/watch?v=GjAD83B4JaY&list=PL4qaj9enYnBaQSPpcOMUqWIQUAgPoMq

(An electronic copy of these videos will be maintained by the Safety Committee chairman)

The videos will be followed by clarification of points which differ from the Department of Chemistry and Physics CHP and a quiz consisting of 10 multiple choice questions. Lab and research assistants must pass the quiz with a score of 100%. If any question is answered incorrectly, the assistant must write a short paragraph addressing the topic prior to being allowed to work in their assigned lab.
Instructor Policies for General Chemistry Laboratory

All instructors must follow the policies listed below when teaching general chemistry laboratory.

1. All required laboratory documents (syllabi, safety documents, laboratory modules, etc.) must be available to the students electronically, preferably on the Learning Management System supported by the university.

2. The safety policy must be provided to the students and reviewed the first day of lab. A signed copy of the safety contract must be collected and retained for each student. The policies outlined in the safety document must be enforced during the course.

3. Students are limited to two absences. No make-up labs are given. Exceptions may need to be made for active-duty military and student athletes.

4. All instructors will give the laboratory final exam chosen by the General Chemistry Committee.

5. Instructors must follow the schedule provided, which is also provided to the laboratory assistants.

6. Instructors are responsible for making sure the laboratory is ready for their class and that it is left in good condition for the next group.

7. Instructors must include the following types of activities in the laboratory, scored within the ranges listed:
   a. In class/group labwork 30-35%
   b. Quizzes 10-15%
   c. Laboratory Follow-ups 30-35%
   d. Presentations 10-15%
   e. Final Exam 10-15%

Note: Course averages in lab are traditionally higher than those in lecture. The class average should be a B.

Principles of General Chemistry I & II Laboratory Objectives

At the conclusion of the General Chemistry Laboratory sequence the student should be able to:

1. Perform basic laboratory techniques used in general chemistry such as proper methods of using glassware and collecting and analyzing data.

2. Explain the theory and application of acid-base chemistry, chemical equilibria, chemical kinetics, colligative and physical properties of solutions, electron transfer reactions (redox), basic chemical synthesis, stoichiometry, thermodynamics (Calorimetry & Hess’s Law), and spectroscopy.

3. Operate common equipment/instrumentation including: balances, hot/stir plates, pH meters, and spectrophotometers.
4. Demonstrate the use of computer technology in chemical problem-solving and graphing of data.

5. Effectively communicate laboratory work in oral and written formats.

6. Demonstrate safe behavior in the laboratory setting.


ATTACHMENT C

Safety Practices in the Introductory Chemistry Laboratory

Safety in the chemistry laboratory involves a cautious attitude and an awareness of potential hazards. Potential accidents can usually be anticipated and prevented. When safety precautions are followed, fewer accidents occur. The number of laboratory accidents can be reduced if every student follows all the directions given for the experiment and by the instructor. Special note should be taken of specific instructions given in an experiment to avoid recognized hazards.

The experiments in these laboratories have been chosen or modified to use relatively safe chemicals and procedures as much as possible. However, all chemicals have a certain level of hazard and toxicity. Therefore, the use of hazardous chemicals cannot be avoided. Some of the experiments do use chemicals that are hazardous (flammable, toxic, etc.), and special precautions are required. There is always the possibility of individual sensitivity or allergy to any substance. If you experience any unusual irritation, itching, or burning of the skin, respiratory tract, or eyes, stop the experiment and report the situation to your instructor. Anyone with any relevant physical or medical condition (e.g., pregnancy, epilepsy, history of severe allergies, etc.) that might pose difficulties with laboratory operations must report these conditions to the laboratory instructor.

General Regulations

1. The University is not responsible for damage to personal effects.
2. Whenever students are performing authorized experiments in the laboratory, an instructor is expected to be present.
3. Report the breakage of glassware and/or laboratory equipment to the laboratory instructor immediately. Your laboratory instructor will clean up and dispose of all broken glassware and equipment.
4. Failure to comply with laboratory rules and regulations will result in expulsion from the laboratory and referral to the Department Head for further action.

Student Responsibilities

1. Locate the safety equipment: eyewash, safety shower, fire extinguishers, first-aid kit and all exits that are to be used in an emergency. MSDS sheets for all chemicals are available in the lab.
2. Wear chemical safety goggles, defined as being splash resistant, indirectly vented and having a strap. Visitor glasses, sunglasses or any other type of non-laboratory eyewear may not be worn in the lab. Prescription eyeglass wearers must wear approved chemical safety goggles over their glasses.
3. Tie long hair back.
4. Wear shoes that cover your feet completely. Since broken glass and spilled chemicals are all too common occurrences in lab, your feet need more protection than that afforded by open-toed shoes or sandals.
5. Wear clothes that provide you with the maximum protection and coverage possible.
6. Do not bring food and drink in the laboratory.
7. Do not put any object, such as pens, pencils or fingers, into your mouth to prevent the entry of any chemical substance into your mouth. After lab is finished and before leaving the laboratory, wash your hands with soap and water.
8. Do not taste or smell chemicals. If you are directed to note an odor in an experimental procedure, use your hand to waft the odor to your nose.
9. Do not use any personal entertainment device in the laboratory.

Housekeeping Rules

1. Obtain stock chemicals using beakers from your laboratory drawer.
2. Read the label on all stock solutions and chemicals carefully.
3. Take no more of a chemical than the experimental procedure requires. Read the procedure carefully to determine the quantity of each stock solution and/or chemical you need. Obtain only that amount. If you take too much, share it with your neighbor. Do not return the excess to the stock container; this will contaminate the stock solution.
4. Do not insert a dropper or pipet into a stock solution container. Pour a small amount of the stock solution into a beaker and then insert your dropper or pipet into the beaker.
5. Report all chemical spills to your laboratory instructor. Clean up all solid and liquid spills immediately.
6. Do not pour any chemical into the sink or dispose of any chemical in the trash without prior authorization. Chemical waste must be disposed of in the container designated for that waste to avoid chemical incompatibilities. If a waste container is full, inform your instructor so that another one can be provided.
7. Do not put paper or solid waste into the sinks. Broken glass must be placed in the glass disposal boxes, not the trash cans.

Accident and Emergency Procedures

1. Report any accident, no matter how small, to the laboratory instructor. If an injury occurs, the instructor, student involved and any witnesses will complete an incident report. Incident reports are kept in the first aid kit on the wall in the laboratory. The completed report will be given to the Safety Committee Chairperson and the Department Head.
2. Should an injury occur and a staff or faculty member is not immediately available, follow the “Procedures for Medical Emergency” posted over the phone in the laboratory room.

Medical or Hospitalization Insurance Information

You are not covered by medical or hospitalization insurance through Armstrong State University. If you are involved in an accident, all medical expenses will be your responsibility.