**Division of Natural Science**

**Chemistry Department Meeting**

Thursday, September 22, 1pm Chem 134

**MINUTES**

**Present: S. Potter, R. Turner, M. Jimenez, R. Shibao, L. Saldarriaga, T. Moore, M. Abbani, P. Doucette, A. Tontcheva, A. Grant**

1. SLO status—R. Turner reports that he sent a reminder about SLOs at the beginning of the semester. He touched base with the Chem 4 FT instructors and determined that he should send another reminder around week 6.
2. Part-timer hiring this fall, will apply for full-timer. There is a Chem 1A uncovered for Spring. A. Grant mentioned that if no good Chem 1A candidates were available, a full-timer would have to change Spring schedule to teach Chem 1A. The Chemistry Technician hiring is underway.
3. Program Plan—some items were deemed ‘supplies’, and need to come out of the supply budget. Due 11/9. T. Moore and L. Saldarriaga will head the creation of the program plan. The faculty would like to know which items were approved by the VPs from the previous plan.
4. Chemistry Placement Test will be vetted—look for info from Institutional Research.
5. Student Athletes and Labs—The faculty are willing to look into working with student athletes, those on jury duty, and students on school-sanctioned field trips who need to miss a lab or two. Faculty will communicate with each other to determine if another instructor could help the student make up the experiment in a different lab. Part-time faculty will be encouraged to post the request, by email, to the full-timers. The faculty would also be in favor of holding 1-2 lab make-up sessions at the end of the semester. The classes covered would be Chem-4, Chem-20, and Chem-21A. Students permitted to make up would include student athletes, those on jury duty, and those on school-sanctioned field trips. Other students would not be permitted to make up labs during these sessions.
6. Course Coordinators—At the beginning of the semester, the chemistry faculty will decide who will be a course coordinator for each course. The coordinators will be proactive in reaching out to new instructors.