

## CHEMISTRY DEPARTMENT MEETING

Meeting was held on September 23, 2010 at 1:00pm.

**Attendees:** Jean Shankweiler, Chas Cowell, Amy Grant, Miguel Jimenez, Robert McLeod, Rob Shibao, Ana Tontcheva, Peter Doucette

### **Heating A/C in labs**

R. McLeod reported the temperature in room Chem 164 was often too hot, and he noticed Chem 162 having the same problem. Other instructors haven't noticed too much of a problem. Jean suggested monitoring the temperature using CBL/TI-82's as Rob did last year. As soon as the facilities employees saw the graphs he sent they were able to pinpoint and fix the problem. Rob indicated he could help Bob set up the equipment to monitor the temperatures.

### **Classroom Computers/Projectors**

Faculty members asked for an update on the replacement of projectors and projector screen for Chem 105. Jean gave an update of where the budget process for the equipment list is right now. It is unknown when the items can be replaced.

### **Locking Computers**

Several faculty members have noticed the classroom computers are either not being locked up, or they are being left on and locked. When this happens, they overheat. Jean will write a memo for all faculty members with reminders.

In addition, Jean will put in a work order for repair of the lock on the media cabinets in Chem 133, 101 and 165. Also, a work order for the door to Chem 133.

### **Grant Opportunities**

Mr. Nguyen sent information about grant opportunities to Jean. She forwarded the information to the department for their review and comments.

### **Portal Page**

Amy had requested a way to use the portal for the sharing and storage of laboratory experiments for the different classes. Jean reported that the Natural Science page is now active and the chemistry department has a tab for the storage and sharing of documents such as experiments, lecture notes/handouts, SLOs, planning, etc. There is already one lab experiment on the site.

Adjourned at 1:40pm

jms/9/24/10