

Physics Department Meeting  
October 15, 2009

Present: Norm Kadomoto, Eyal Goldmann, Susana Prieto, Dan Wright, Jean Shankweiler,

**Department Meeting Minutes**

The minutes from the September 17, 2009 physics department meeting were distributed.

**Program Review**

The documents for Program Review were distributed to all present. They were reviewed and Susana indicated that she has the data from Institutional Research. Jean can provide additional FTEF data after the Teacher Load Summary is complete.

**Planning**

The physics documents for PlanBuilder were distributed. Jean suggested that each person review the documents and make suggestions directly on the documents. They can be submitted to Norm or Jean for input into Planbuilder. Dan will need to review the facilities and equipment section to determine what has already been done. Recommendations from Program Review will need to be included.

**Equipment/Labs**

Leon has made a request (via email) that the Physics 111 stockroom needs to be organized. Norm explained that the demos need to be organized according to when the topic is approached in the semester. Currently, it is hard to find the demos and as a result, once used they are not put away because the instructors aren't sure of the correct location. Leon's suggestion is to have all the demos pulled from the shelves, remove all old identification numbers from demos and cabinets and instructors will meet to organize the demos into groups and device a numbering scheme. They can then be placed back into the cabinet according to the new grouping. All agreed this should be done. Jean will contact Don to take this project. Dan has a list of maintenance tasks for the various labs. The instructors agreed that a number of these tasks need to be looked at. Jean will organize with Dan and Don to get a plan.

**Summer 2010 Schedule**

The preliminary summer 2010 schedule was distributed. The 2010 needs to be reduced from summer 2009 by about 10% at this point. So, one section less of physics will be offered. Last summer, 2-Phys2a sections and 1-Phys2b were offered. After some discussion, it was decided we need to keep Physics 2B in the summer, and only one Physics 2A will be offered. Many full-time instructors requested summer assignments, so Jean will need to look at the priority list to assign instructors. All full timers desiring a class should be able to have an assignment, but maybe not their first choice.

**Great Shake Out**

The earthquake drill seemed to go well. Instructors had a hard time hearing the first alarm. Evacuations went as planned.

Submitted: jms 10/16/09