

**Division of Natural Science**  
**Chemistry Department Meeting**  
October 25, 2018, 1pm      Chem 134

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**MINUTES**

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

- A. SLO status—R. Turner noted that SLOs are going smoothly for the department.
- B. Planning—Thank you for your 2019 plans. From 2018: The department was granted the heating mantles and MelTemps. The Division Council will vote shortly on plans for 2020.
- C. Hiring for Spring (Shanna and Mohamad participating). Position closes today at 3pm. HR was asked to remind the applicants missing documents to turn them in.
- D. Evaluations: Observations due by 11/7, student survey results expected 11/7, paperwork from evaluatee due 11/12, conference with evaluatee due 11/16. Please check attendance rosters and syllabi for abnormalities.
- E. Lab Manuals are proceeding nicely due to hard work!