

**Division of Natural Science**  
**Chemistry Department Meeting**  
September 27, 2018, 1pm                      Chem 134

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**MINUTES**

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

- A. Gas tanks removed. GCs sent for surplus.
- B. SLO status: R. Turner reports that he sent emails the first week, and reminders in week 3. Some part-timers are confused by the SLO process, so he is communicating with them.
- C. Planning—Please turn in planning sheet by October 24<sup>th</sup>. Make sure Division Council Rep is aware of all items to defend at the 10/30 Div. Cncl. Mtg. Communicate with technicians. Instructional Equipment items are most likely to get funded. Note that the heating mantles and melting point devices were approved on this year's College Plan.
- D. Part-timers; Hiring for Spring (need someone to help interview). We are in the process of evaluating the new part-timers. A. Grant is visiting classrooms early to see if any interventions are needed, and contacting the evaluating faculty. M. Abbani and S. Potter agreed to help with part-timer hiring for Spring (most likely on Fridays).
- E. Students unprepared for lab (PD): There is a concern that some General Chemistry instructors have big groups in lab where some students don't ever touch glassware or perform lab duties. A. Grant will contact the faculty who may have this situation. Evaluators are encouraged to pop in on lab to see if this is happening, and include the information on faculty evaluations.
- F. Completion of Chem-4 Manual (SP): Chem Compact B will be taken out of the manual. S. Potter and T. Moore would like the manual to be completed this semester to help our students. M. Jimenez will check the questions/answers. The group will quickly review the safety sheet to modernize it.
- G. Announcements: S. Abbani asked for permission to have our radioactive samples donated. The group agreed.