

Chemistry department meeting minutes

2/21/13 – 1:00-1:50pm

Present: J. Shankweiler, S. Potter, P. Doucette, R. Shibus, A. Tontcheva, T. Stewart, I. Drew, A. Grant, M. Jimenez, M. Abbani

The ACCJC warning regarding SLO's and what the school will do about it were discussed. It was suggested that the chemistry department has fulfilled its requirement regarding SLO's, but that if needed, we will do additional work in the area of SLO's.

We discussed taking meeting minutes during department meetings for the department website. P. Doucette volunteered to take minutes, since he is already updating the department webpage.

Departmental standards were discussed as well as possible ways to assure the high quality of our chemistry classes. One way it was suggested was to have standardized finals for entry level classes such as chemistry 4. This might help define the standards (especially for new instructors) that we as a department want to achieve.

P. Doucette expects to be contacted about program review training this semester. He will notify J. Shankweiler when he finds out the date, because she would like to attend the training as well.

S. Potter, who is a member of the division curriculum committee, has submitted the chem 4 course outline to the committee for review.

The AV systems in the department were discussed and it was noted that there are still several long standing problems that need to be fixed. These problems were primarily in rooms CHEM 105, 101 and 165.

Large waitlists and the extremely large number of students trying to add into chemistry classes were discussed and possible ways to help the large number of students that are not able to get into classes. Adding classes was suggested, but it is unlikely that enough classes could be added to completely alleviate the problem. Another point was raised that if fewer intro classes were offered and more of the higher level courses were offered, this would allow the students who have finished the intro courses to enroll in the higher level courses.

Office hours should be posted on office doors, and windows should not be obstructed.

Retired chemistry professor Julie Stewart's memorial service is scheduled for March 2nd in Rancho Cucamonga. If anyone would like to attend please see J. Shankweiler. Also money can be donated for flowers.

Meeting was adjourned.