

**NATURAL SCIENCES
CHEMISTRY DEPARTMENT MEETING
Thursday, September 13, 2012
1:00pm – 1:50pm
Chemistry 134**

Attendees: Amy Grant, Jean Shankweiler, Peter Doucette, Rob Shibao, Tom Stewart, Ana Tontcheva, Miguel Jimenez, and Soshanna Potter.

1. Computers in classrooms
 - a. Chemistry 101 - weak image, can't see in afternoon or when lights are on.
 - b. Chemistry 103 - logon error for some instructors.
 - c. Chemistry 105 - computer not operational/new projector is not working with console.
 - d. Jean will check and contact ITS/AV

2. Planning
 - a. 2012/2013 updates need to be submitted by Dec 3.
 - b. 2013/2014 rollover is ready and changes can be implemented.

3. Chemistry 1A/1B lab manuals
 - a. Trial run with revised experiments.
 - b. Chemistry 1B is all over place with who is doing what experiments.

4. Chemistry 20 and Chemistry 4 schedules for part time
 - a. Try again to get part-timers to follow a standard schedule. It should be distributed three weeks before end of the semester.

5. SLO
 - a. Google documents—final (equation writing 4 level nubric) Amy submitted to everyone.

6. Computer
 - a. printer in Chemistry 128 is not printing properly, it jams after every other page. Jean will place work order with ITS.