

**SCIENCE AND MATH
DIVISION MEETING MINUTES
August 17, 2005**

PRESENT:

Max Simmons	B.J. Higgins	Judy Mee
Dennis Anderson	Julian Hilliard	Cassandra Meek
Marsha Austin	Carl Hirtzel	Charlotte Mulvihill
Kristy Bailey	Greg Holland	Charles Nunley
Brenda Breeding	Gary Houlette	Chris Oehrlein
Lisa Buckelew	Virginia Hovda	Dave Palkovich
Paul Buckelew	Steve Kash	Ron Scribner
Tamara Carter	Steve Kamm	Steve Shore
Roger Choate	Linda Knox	Tony Stancampiano
Sharon Coffman	Paul Lewis	Tad Thurston
Betty Coleman	Jay Malmstrom	Richard Trout
Courtney Dodd	Jim McKenna	Cheryl Wolfe(mins)
Ken Harrelson	John McMurray	

GUESTS:

Jay Ramanjulu

INTRODUCTIONS

Max began the meeting by introducing new faculty members:

Dr. Tamara Carter, Math
Cassandra Meek, Chem/Bio
Steve Kash, Bio

Courtney Dodd and Steve Shore are temporarily located in the Library, room 406. Debra Burris has accepted a position in Arkansas and Dr. John Barker resigned as of this morning.

INFORMATION

Wireless nodes have been installed in the Science and Math area. There are three in the Science area and 2 in the Math area. Students will benefit the most. Potential problems include students who have PDA's and mini-PC's may be able to get access to tests on the Web.

There is no de-registration for non-payment. For this reason, it is very important that faculty keep good attendance records. If students never attend and withdraw, they will only be charged a \$35 fee. If students attend even just once, they will be charged for the whole semester. Attendance is also necessary for financial aid.

Enrollment is up 9% for the school as of today. Last Friday, the division was up 2% and the school was down by 2 ½%. We should wind up with a 2-4% increase in enrollment.

There is \$380 per faculty member available for travel for the year. Please let Max know by September 10 if there are any requests for travel.

Outcomes Assessment will be that same as last year. See electronic forms. Report for FY05 is due October 3; Proposal for FY06/revisions to 5 year plans due November 1.

Max ordered 42 flash drives for faculty and supervisors. Please see Cheryl to pick yours up. 1C4 and 1C5 do not support these, but are in the process of being updated.

Service Learning handouts are in faculty mailboxes. It tells of partnerships with other institutions where there can be learning objectives on site. For ex: Botanical Garden may be a class time field trip.

FACULTY DEVELOPMENT PLANS

Performance evaluations and Development plans are now separate. Development plans will be done in the fall - meetings with Max are required to go over these individually. See Cheryl to set up times. Draft plans need to be turned in to Max at least 48 hours before the meeting. Final copy is due on September 30.

SEM CENTER

Construction has begun. They are now scooping up the lava rock on the roof. This is the roof demo which will be going on during the first week of classes. Placement of steel columns is scheduled for October 24th to December 12. Exterior metal studs and sheathing.. mid-December to January 2. Exterior store front done by mid-February. Roof demo... mid-February to mid March. Clerestory demo... 1st and 2nd week of March. The division office will be temporarily moved to 2R0. If noise gets too loud, contact Cheryl, Kim or Max and then Eddie Cox will be contacted. All demo should be done during the night after 10:00 p.m.

PROGRAM REVIEW

Five year reviews for Biology, Chemistry, Engineering, Mathematics and Physics will be done this year. There will be a meeting with Jim DeChenne tomorrow morning.

COURSE CD/DVD DEVELOPMENT

Supplemental tutorial CD/DVD development has been funded. The school has two hi-speed DVD compresses and 10,000 DVD's are set aside for this division. We will make them free to students. There are 9,000 students enrolled in this division. It will be a pilot program in suggested classes: Developmental Math, General Biology, General Chemistry, College Physics I, A & P I & II, Zoology. Possible problems: copyright violation; some faculty already have tutorials on web pages. This will be discussed in department meetings.

OTHER

Jay Ramanjulu stated that textbooks can be kept in the library. Faculty can tell Jay/Library what is needed, they will buy the books and keep them on reserve. They can keep two copies.

Competency based education may be re-emphasized. We're supposed/should have well written course objectives. Evaluate every one of them. It's very important when considering adjuncts. 60% of enrollment is taught by adjuncts. Grading seems to be curved more. It needs to be "these are the objectives, if you don't know them, you don't make the grade".

Meeting adjourned.