

**SCIENCE AND MATH
DIVISION MEETING MINUTES
January 17, 2007**

PRESENT:

Max Simmons	Julian Hilliard	Charles Nunley
Dennis Anderson	Carl Hirtzel	Chris Oehrlein
Marsha Austin	Greg Holland	Dave Palkovich
Brenda Breeding	Virginia Hovda	Raul Ramirez
Lisa Buckelew	Fabiola Janiak-Spens	Sherry Ray
Tamara Carter	Steve Kash	Ron Scribner
Roger Choate	Steve Kamm	Steve Shore
Sharon Coffman	Jay Malmstrom	Tad Thurston
Betty Coleman	Jim McKenna	Richard Trout
Courtney Dodd	John McMurray	David Wiggins
Ernest Gobert	Cassandra Meek	Cheryl Wolfe(mins)
Ken Harrelson	Janet Mitchell	
B.J. Higgins	Charlotte Mulvihill	

GUESTS:

Jay Ramanjulu

NEW FACULTY

Max introduced Fabiola Janiak-Spens, new Biotechnology professor.

INFORMATION ITEMS

Quarterly health and safety training will be monitored more closely in the future as well as the sexual harassment/safe environment training. If you did not do an in-class session in the fall, you must attend one this spring. Faculty and staff must do the in-class sessions. New adjuncts must do the training by the end of the semester.

Hepatitis vaccines are available for the biology and chemistry faculty. There is a concern regarding the adjunct faculty. The school pays for these vaccines. Are they high risk? We need to keep better track. Is this an individual decision? What are the legal issues? This has been available for 10 years.

The early alert system form is available on-line. Mary Turner is the contact person for this. It's a way of contacting the student when he/she is not doing well in class.

All adjuncts now have email set up and this will be the primary way of contacting them. This needs to be stressed to them. Adjuncts

will be responsible for the content. There are huge lists right now which will need to be made more useful for us. We would like to have more defined groups and possibly email lists for faculty class rosters.

There is a new Director of Curriculum and Assessment - Catherine Kinyon. She replaces Jim DeChene.

The division office has received the new IP phones along with the new voicemail system. Faculty will be receiving theirs when we move.

TODD CENTER UPDATE

We are rebuilding the schedule. The Board must approve on February 19; if approved we move on the 20th, beginning with the division office, 2R0 and finishing by March 2nd. Classrooms will be ready for the fall 07 classes, but not for summer. We will gain 6-7 classrooms and lose 2J5, 3P3 and 3K5. The furniture in room 3P3 was supplied by Sci/Math and was suggested that it needs to move with us.

PERFORMANCE APPRAISALS

No changes. Info packets were delivered in September. Evaluations will begin in February. Sign up beginning next week, Math, Biology and Physical Science.

COMMITTEE REPORTS

Benefits Committee: Roger stated they will be working on insurance dependants and retirees.

First Year Experience Task Force: Chris reported there will be a one hour credit class required for incoming students. They are 8 week sessions and they need teachers. There's a possibility you could tag team with staff development.

Make it Bake it will be in early April.

The deadline for Inbre student internship applications is February 5. Application is online or see Charlotte. There are also 2 faculty externships for 8 weeks - pay is very good. There is also money in the grant for mini-projects, example... workshops for student success, pay for faculty time and development.

OTHER

The new billboard on Hwy 44 was brought up wondering if it was for others to advertise? Max will check on this.

Peer Review groups:

Internal: Chris Oehrlein, Mike Turegun

External: Dave Palkovich, John McMurray

Snow is expected for the weekend. The New Student Orientation is scheduled for Saturday. If it is not cancelled due to the weather, faculty interested may join Max at the Sci/Math table giving students tours, handing out brochures.

Walk in enrollment is down this week. This is a critical enrollment period. It may be heavy next week so be prepared.

Dr. Aquino visited with faculty.

Meeting adjourned.