

**SCIENCE AND MATH  
DIVISION MEETING MINUTES  
March 6, 2007**

PRESENT:

Max Simmons	Greg Holland	Chris Oehrlein
Dennis Anderson	Gary Houlette	Dave Palkovich
Marsha Austin	Fabiola Janiak-Spens	Raul Ramirez
Kristy Bailey	Steve Kamm	Sherry Ray
Brenda Breeding	Steve Kash	Steve Shore
Lisa Buckelew	Linda Knox	Tony Stancampiano
Paul Buckelew	Jay Malmstrom	Tad Thurston
Tamara Carter	Jim McKenna	Richard Trout
Sharon Coffman	John McMurray	Mike Turegun
Betty Coleman	Cassandra Meek	David Wiggins
Courtney Dodd	Janet Mitchell	Cheryl Wolfe(mins)
Ernest Gobert	Charlotte Mulvihill	
B.J. Higgins	Charles Nunley	

GUESTS:

Jay Ramanjulu  
Ed Williams

**INFORMATION ITEMS**

Student Award nominations are due March 9. Jack Cain Scholarship applications are due March 26.

Assessment week is April 2-7. There are three assessments, two for people with 30 hours of credits. Instructors may lose a class period to do this. There will be an information table set up during this week. This will be an annual event. Concerns were voiced about having to take up a whole class period to do this.

Faculty evaluations are due back to Max by Friday.

"Check it Out" will be April 9-11. Degree checks will be done for students. Volunteers are needed to man/woman the SM booth.

**TODD CENTER UPDATE**

We need to have a workable schedule by August.

The Board approved the move on Tuesday. There are no locks on the doors yet. The Science Adjunct office will move on Friday. The Math Adjunct office will move during the May intersession. Multi-media has been ordered. We may possibly have classrooms ready for

the summer semester. The Biology Science Center will be moved in the May intersession. If you need boxes, contact Chris Snow. The new computers will be installed as faculty move.

### **ACCEPTABLE USE POLICY**

There are different interpretations. Confidentiality: email from faculty to student should not come from an outside server. You can't email more than 50 people without permission from the supervisor. Max will work with faculty on this. There are more than 50 people in our division.

### **COMMITTEE REPORTS**

Faculty Development Committee: email Jay with any suggestions. They will be discussing the Professional Development Plan form and the process of faculty evaluation.

Online Task Force Committee: A final decision will be made by the end of April for Spring 2008 implementation. The deliver platform is narrowed by two: Angel and D2L

Faculty Association Make It Bake It sign-up is in the Division Office workroom.

### **OTHER**

A handout on the Century of Technology is available with information on what faculty can donate temporarily for display. These items will be locked up.

Meeting adjourned.