

**SCIENCE AND MATH  
DIVISION MEETING MINUTES  
May 1, 2007**

PRESENT:

Max Simmons	B.J. Higgins	Chris Oehrlein
Dennis Anderson	Carl Hirtzel	Raul Ramirez
Marsha Austin	Gary Houlette	Sherry Ray
Brenda Breeding	Virginia Hovda	Steve Shore
Lisa Buckelew	Steve Kamm	Tony Stancampiano
Paul Buckelew	Steve Kash	Tad Thurston
Tamara Carter	Linda Knox	Richard Trout
Roger Choate	Jay Malmstrom	Mike Turegun
Sharon Coffman	Jim McKenna	David Wiggins
Betty Coleman	John McMurray	Chiangjiang Zhu
Courtney Dodd	Cassandra Meek	Cheryl Wolfe(mins)
Ernest Gobert	Janet Mitchell	

GUESTS:

Ed Williams

**INFORMATION ITEMS**

Catalog Revisions: Ongoing - the second proof copy will be out soon. Changes will include separating the Biology Science Center and the Physical Science Center locations as well as the location of the Math Lab.

Tuition Fee Waivers are due May 9.

Grade Sheet/Attendance Sheet update: A sample was handed out. They are checking on other source possibilities. Faculty may import grades into Excel. Max stressed to faculty they must take attendance.

Assessment week participation:

- 2940 surveys of all types were completed (74% return)
- 757 CAAP assessments completed (Math - 246, Science - 253, Reading - 258)
- 1109 CCSSE Assessments completed
- 317 Global Education Assessments completed
- 432 Online Learning Surveys completed

Assessment week will be held again next year. Any comments should be directed to Max or Richard about the process.

Committee Vacancies for 2007-2008:

- Academic Forgiveness (Jim McKenna): replace with SM
- Curriculum Committee (Paul Buckelew): need BIO
- Entry-Level Assessment (Ken Harrelson): replace with MATH
- Faculty Development (Jay Malmstrom): replace with MATH
- General Education (Charles Nunley): replace with MATH
- Global Education (Steve Kamm): replace with SM

**TODD CENTER UPDATE**

May 11 is the purchasing deadline for items over \$15,000. See Max with items to be purchased.

**COMMITTEE REPORTS**

Tad reported on the IT committee. A student distribution group for email is coming, but it will not be broken down unto class rosters for the fall. Novell will be out by fall and replaced with Outlook Exchange. Email addresses may change again. The Online Task Force is complete - WebCT is out and will be replaced with Angel. It has automatic response email, can track students, has blogs discussions, calendar, etc. It will be integrated with Datatel. They will do a pilot in the fall and will be widespread by Spring.

**OTHER**

Gary reported that his fieldtrip was a success.

There will be a reception for Jim McKenna who is retiring.

There are 3 hiring committees: Chem Professor, Science Chair and Math Chair.

The Faculty Appreciation Lunch is May at 12:30 p.m.

Max will be taking extended professional leave from Sept. 1 thru December 31 to finish his dissertation.

Meeting adjourned.