

**SCIENCE AND MATH  
DIVISION MEETING MINUTES  
May 2, 2006**

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	Dave Palkovich
Lisa Buckelew	Steve Kash	Sherry Ray
Paul Puckelew	Steve Kamm	Steve Shore
Tamara Carter	Linda Knox	Tony Stancampiano
Sharon Coffman	Paul Lewis	Tad Thurston
Betty Coleman	Jay Malmstrom	Mike Turegun
Courtney Dodd	Jim McKenna	Cheryl Wolfe(mins)
Ernest Gobert	John McMurray	

GUESTS:

Jay Ramanjulu  
Ed Williams

**INFORMATION ITEMS**

Program reviews have all been turned in and have been read and comments and changes made.

Tuition Fee Waivers are due May 16<sup>th</sup>. If any hours are left, inform Max.

It's time to gather data for the Program Outcomes and Output Analysis.

**TODD CENTER UPDATE**

The flooring is going in - this began on Friday with the labs. The floors will be carpeted outside the labs. Tentative moving date for faculty/staff is set for December, moving before Christmas break. (The Division Office and six faculty.) Other faculty will move sporadically thru the Spring. The labs will not be ready for the spring semester. The Math Lab may possibly be occupied early. Six faculty will be staying put; other offices will be chosen by seniority. New faculty hired in the fall will have offices in 3M8, former electronics lab which has been gutted and turned into 5 new offices.

## **COURSE EXPECTATIONS FOR ADJUNCTS**

Max is working on a document for every course by next fall.

## **CATALOG PROOFING/ADDITIONS/FORMAT CHANGES**

The proof is due by May 5. Public Relations changed the way it looks without consulting the Deans or faculty. There were lots of spelling errors as well as missing information:

- List of majors/support/elective courses are not there
- Programs are not listed alphabetically; they are listed by division alphabetically
- Curriculum changes did not show up which were changed last time

Faculty need to look at the programs they deal with.

## **COMMITTEE REPORTS**

Faculty Association: Paul Buckelew reported faculty were to wear their robes to the Pinning Ceremony this coming Monday. There will be a reception for the graduates after the ceremony.

Tamara Carter reported that the Make It Bake It sale is coming up - see her if you want to donate.

## **COMMITTEE FOR SM (VACANCIES IN BOLD)**

Academic Outcomes Assessment (Steve Shore)

**ADA Support Services (Lisa scheduled to rotate off)**

Curriculum Committee (Two spots, Courtney Dodd and Marsha Austin)

**Entry Level Assessment (Paul L., Chair scheduled to rotate off)**

Faculty Development (Tad Thurston)

**General Education (Brenda schedule to rotate off) Cassie Meek has volunteered**

Global Education (Steve Kamm)

**Instructional Administrative Procedures (Marsha scheduled to rotate off) Linda Knox volunteered**

President's Advisory Council (Sherry Ray)

## **OTHER**

Gary announced he has 100 ricks of firewood if anyone is interested.

Meeting adjourned.