

**SCIENCE AND MATH
DIVISION MEETING MINUTES
Aug. 13, 2008**

PRESENT:

Dennis Anderson	Ernest Gobert	Cassandra Meek
Marsha Austin	Ken Harrelson	Janet Mitchell
Bruce Bailey	B.J. Higgins	Chris Oehrlein
Kristy Bailey	Julian Hilliard	Raul Ramirez
Daniel Benton	Carl Hirtzel	Sherry Ray
Brenda Breeding	Greg Holland	Ron Scribner
Lisa Buckelew	Gary Houlette	Steve Shore
Paul Buckelew	Fabiola JaniakSpens	Tony Stancampiano
Tamara Carter	Steve Kamm	Richard Trout
Roger Choate	Steve Kash	Mike Turegun
Sharon Coffman	Linda Knox	David Wiggins
Betty Coleman	Gail Malmstrom	Sonya Williams
Courtney Dodd	Jay Malmstrom	Changjiang Zhu
Dale Duke	John McMurray	Cheryl Wolfe(mins)

GUESTS:

Jay Ramanjulu
Felix Aquino
Greg Gardner

INTRODUCTIONS

Max introduced the new faculty, Dale Duke, Daniel Benton, Kim Kyker and Frank Rexach.

Dr. Aquino introduced Dr. Greg Gardner, new Associate VP for Academic Affairs.

INFORMATION ITEMS

Dr. Aquino updated faculty on the exchange to Outlook. There should be an email to all employees with the changes on procedures and instructions for switching over. Saturday morning, all incoming and outgoing emails will go through Outlook.

Enrollment update: College is up approximately 2%, division is down 1%. This should change after this week.

Tuition Fee waivers are due tomorrow. There's a new program, Pre-Allied Health. Anyone wanting to be an advisor for this, see Max.

Outside employment forms are due August 18.

This year's faculty development plan is due September 12.

Program Assessment Reports are due October 6.

Program Assessment Plans are due November 3.

Curriculum Changes are due to the division office on October 1. Catherine Kinyon informed Kristy Bailey the curriculum change for Organic Chemistry has to go to the Board of Regents. If there is a change of course name, it has to go through the Curriculum Committee.

Opening Day is Saturday, from 1:00 to 4:00 p.m.

The division office will be displaying business cards outside the door to the office. Please give Cheryl a small stack of your cards to be displayed.

OUTLOOK TRANSITION

Faculty will be switched over this week and next. Problems with the switch were discussed. Email can be accessed through Groupwise through the web. If you open them there, they won't transfer to Outlook. The easiest way to get through this is to access through the web. Continue to check both programs until Saturday.

CEATE UPDATE

The general contractor has plans and will begin working next week. Greg and Gary showed the plans to be completed. When finished, there will not another two year program like this in the area.

PRINTING

Problems with the online printing program were discussed. It seems to change format of some documents when changed over to a PDF file. There are problems with adjuncts being able to use this program. Hard copies must still be able to be used. You can go offline and use the "paper copy in envelope" option. Then print the last page and put on top of the copy and give to Daisy. Come December, the quick copy slips will no longer be used. There is a problem with test security. They need to communicate better with faculty. Color printing is available, but it requires an email approval from Max.

ANGEL

Faculty can have a mirror section of their class in Angel. Just inform Kim.

SHELTER IN PLACE DRILLS

There will be another Shelter in Place drill this semester and next. We will not be notified in advance.

TEXTBOOK COSTS

Max received an email from Brenda Reinke regarding the jump in cost of textbooks. He figured students taking classes in the science and math division could easily spend \$700-800 on books. Faculty encourage students to pass books on to other students who will be taking classes next semester. Publishers tend to change editions too often. Students also look online to purchase books. Publishers sometimes will print paper copies of only the chapters used which is cheaper.

NEW TRAVEL PROCEDURES

Max will email all faculty the new procedures for travel.

OTHER

The new furniture was discussed. The institution bought it, not the division. A consultant was hired to pick out this furniture. Dr. Aquino and Dr. Sechrist both thought it was unacceptable. It's a waste of space, students will face away from each other, the color is bad, it lacks function and they took away the work tables.

Greg Holland's baby is due September 16.

Meeting adjourned.