

**SCIENCE AND MATH
DIVISION MEETING MINUTES
August 15, 2007**

PRESENT:

Max Simmons	Carl Hirtzel	Chris Oehrlein
Dennis Anderson	Greg Holland	Dave Palkovich
Marsha Austin	Gary Houlette	Raul Ramirez
Bruce Bailey	Virginia Hovda	Sherry Ray
Kristy Bailey	Fabiola JaniakSpens	Ron Scribner
Brenda Breeding	Steve Kamm	Steve Shore
Lisa Buckelew	Steve Kash	Tony Stancampiano
Paul Buckelew	Linda Knox	Tad Thurston
Tamara Carter	Jay Malmstrom	Richard Trout
Roger Choate	John McMurray	Mike Turegun
Betty Coleman	Judy Mee	David Wiggins
Courtney Dodd	Cassandra Meek	Chiangjiang Zhu
Ernest Gobert	Janet Mitchell	Cheryl Wolfe(mins)
Ken Harrelson	Charlotte Mulvihill	
B.J. Higgins	Charles Nunley	

GUESTS:

INTRODUCTIONS

Max introduced the new Science Chair, Sonya Williams and the new Math Chair, Tamara Carter. Tamara will be acting dean while Max is away.

Bruce Bailey was introduced as the new Chemistry professor.

The new math professor to replace Tamara will be filled by January, 2008. There is a need for Physical Science Lab Assistants immediately so temporary hires will be in place for the next three weeks.

INFORMATION

Enrollment as a division is up by 2.8%, but credit hours is down by 1.25%. The difference is due to the separate one credit hour chem. Labs. School enrollment should be up by next week.

CPT placement test scores are up by 30% in Intermediate and College Algebra and down in Elementary Algebra

Tuition Fee Waivers are due today.

Outside Employment forms are due August 20.

Travel Requests are due by September 27.

This year's faculty development plans are due September 10. Faculty should fill out form to turn in. No mandatory appointments will be held, but may be set up if needed. These forms will be emailed to the instructors or they can be found on the "I" drive.

Program Assessment Reports are due October 5

Program Assessment plans are due November 2. (Five year plans)

Curriculum changes are due October 29

Migration from WebCT to Angel will be taking place. The Pilot group members will train and migrate one course each in the Fall of 07. (Mike and Dennis from Sci/Math) Spring of 08, mentors help faculty migrate courses. Summer of 08, all courses will be on Angel.

Reference Check guidelines (HR 2015) is on the "I" drive - please look this over. See handout attached.

Achieving the Dream Teams: see agenda.

Opening Day (Saturday, Aug. 18, 1:00-4:00 p.m.) Volunteers are still needed.

Meeting adjourned.