

**SCIENCE AND MATH
DIVISION MEETING MINUTES
Aug. 19, 2009**

PRESENT:

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

GUESTS:

Felix Aquino
Greg Gardner
Lesia Kean
Jay Ramanjulu

WELCOME

Dr. Aquino welcomed faculty back. The college numbers are up by 20%. One of the divisions taking the brunt of this is our division. He is watching the state allocation. Tax receipts are down; education will be the last thing touched.

Greg Gardner reported there is a change in CLT. Every faculty person has Angel if they choose to use it. The CLT department is short one staff member so please keep that in mind.

INFORMATION ITEMS

Enrollment update:

SM +27%
APPM -40.4%
ASTR +3.4%
BIO +22.1%
BIOT +37.5%
CHEM +43.7%
ENGR +1.5%

GEOL +25.5%
MATH +29.8%
PHYS +20%

Students enrolled is up by 2,276 in this division. Potential problems for this semester is the new fall break and the swine flu. What if students lose a week of class or if faculty and staff are out with it.

Tuition Fee Waivers are due tomorrow, August 20.

Faculty are asked to make sure they turn in more business cards for the wall display.

Opening Day is Saturday, August 22 from 1-4 pm; volunteers are needed to help students find their classrooms.

Outside employment forms are due by August 24.

Shelter in place security drill is set for September 1, 9:10-9:20 am and 7:50-8 pm. If you are in class, shut the door and turn off the lights.

Curriculum Committee Proposals to max by September 10. They will then go to the chair of the committee on the 17th and discussed at the meeting on October 8th.

Travel requests are due September 15th. Funds have been cut by 10% and may not have any.

This year's faculty development plans are due September 21.

Program Assessment Reports are due October 5.

Fall Break: October 15-18.

Program Assessment Plans are due November 2.

Never attended reports are going online through Mineonline in the spring.

There are 25 new 230 Gb USB drives available - first come first serve - See Cheryl.

UPDATES ON INFRASTRUCTURE

There is expanded student tutoring and testing capacity in the Math Lab. The large counter is gone and the old testing room is now a classroom.

There are new security cameras in the division - all exits and entrances to centers and labs are now covered upstairs and down.

Second floor chairs: there are 170 broken chairs; the manufacturer is working with us to replace or repair these but will not be ready by the time the semester begins. Right now, there are temporary folding chairs in the Math lab until these are repaired.

The Engineering lab is in Phase II of the construction. It is nearly complete. The carpet is in and the fence is up. Outside doors for Greg and Gary's offices are to be put in as well as blinds.

Flat screen monitors are in and will be installed in the Engineering area and the downstairs stairwell area. Max would eventually like to do our own programming to include updating on seating capacity in our classes, etc...

DEVELOPMENTAL MATHEMATICS SEQUENCE

See handout.

HEALTH AND SAFETY TRAINING FOR THIS YEAR

Adjuncts: attendance during the Thursday night meetings in the fall and spring will fulfill the requirements.

Full-time faculty: the requirements is four training sessions per year. IF you don't teach during the summer, your sessions should all be during the nine months of your contract (attendance at the Thursday night adjunct meetings will work). IF you teach during the summer, one of your training sessions must be during the summer.

This year, ALL employees are required to attend sexual harassment prevention training.

ANGEL

Angel has been updated over the summer to newer version and is now available automatically for every section. Your login is the same

login for Mineonline. Faculty do not have to use, but it is a good program for posting syllabus, grades, etc. The problem is students may use the email option in Angel instead of the faculty school email address and the faculty may never see. Faculty are urged to inform students of this in class.

OTHER

Gary reported the Engineering webpage is up. Tammy Burnett has done a lot of work on this. All faculty are encouraged to update their webpages.

Max reported that David Wiggins resigned - he took a job in Michigan.

Tad reported that if there are any volunteers to work the Coke wagon at the Arts Festival, see him. The money will go to student scholarships.

Meeting adjourned.