

# **Minutes of Departmental Committee Meeting**

1:30 Tuesday, September 12, 2017, Room 9341

Professors Berry, Blackwell, Brunold, Burke, Burstyn, Cavagnero, Ediger, Fredrickson, Gellman, Hamers, Hermans, Jin, Landis, Moore, Schmidt, Sibert, Smith, Stahl, Weisshaar, Yoon attending.

Kyle Acevedo, Rachel Bain, Cheri Barta, Desiree Bates, Arrietta Clauss, Kayla Driscoll, Pat Egan, Charlie Fry, Bruce Goldade, Ilia Guzei, Jeanne Hamers, Paul Hooker, Tony Jacob, Jim Maynard, Paul McGuire, Steve Myers, Jeff Nielsen, Mike Schwartz, Bob Shanks, Alan Silver, Chad Skemp, Cheri Stephens, Karen Stephens, Cecilia Stodd, Martha Vestling, Chad Wilkinson, Marc Willadsen, Lingchao Zhu also attended.

## **Open Session**

**Minutes of the last meeting (09/12/2017) were approved on a voice vote.**

## **Announcements and Reports**

### **Safety Update**

Jeff Nielsen informed the department on proper emergency preparedness, including tornado safety procedures. Ive Hermans presented information on lab safety and fire regulations including managing flammable liquids and minimum allowable quantities (MAQs) for the research floors.

Judith Burstyn addressed the department about working alone in the building after normal work hours. The safety committee is reviewing procedures and policies regarding working alone in the building. A sample guidance document was distributed that addressed possible steps and procedures as a sample of what is being reviewed by the safety committee. Any groups interested in the policy development can contact the safety committee.

### **Staffing Introductions**

Bob Shanks was the staff member featured at the monthly meeting. Bob introduced himself and described his duties and responsibilities in the department, including the NMR and Mass Spec labs.

### **Administrative Update**

Pat Egan announced that the effort cycle only has 2 more weeks for certification. All effort cards have been reviewed and are ready for PI certification.

There are changes coming to the procurement card policies in December. The business office will provide guidance at the next department meeting, or sooner if possible. The biggest change is a policy that limits purchases on the p-card to the employee listed on the card.

The path coordinators have been working on graduate student recruiting. The dates are the 3<sup>rd</sup> weekend in February and the first weekend in March of 2018. Please make note on your calendars.

### **Awards – University Staff Awards**

Judith Burstyn announced the University Staff Award nomination period is currently open and the committee is working on nominations. Faculty and staff are encouraged to help support the nominations.

### **Faculty and Staff Recruiting**

Sam Gellman reported that the application period is closing soon and that he will be requesting help from colleagues soon. Pat Egan reported that the four academic positions (organic, two gen chem, and student services) have been approved by campus and will begin recruitment soon. In addition, the recruitment for a communications specialist to replace Libby is

currently in the interview stage.

### **Presentation - UFAS**

Alyssa Franze and Lisa Rausch, from the United Faculty and Academic Staff (UFAS) union presented information regarding the organization. The UFAS is an affiliate of the American Federation of Teachers, Local #223. The aim of the organization is to defend and increase the role and effectiveness of the faculty and academic staff in shaping University policy and practices. Information materials and sign-up forms were provided at the entrance for interested faculty & staff.

### **Report – Printer Purchases and Maintenance**

Bruce Goldade presented on the efforts to provide better management of printers and copiers in the building. Because sponsored funds aren't allowed to cover paper and toner purchases, the department has been covering these costs. To help reduce the money spent on these purchases, the department has begun a printer/copier management plan with the purpose of reducing the overall cost due to the number of personal printers and copiers. By streamlining the fleet, reducing personal printers, and networking high speed copiers the overall costs to the department should be reduced. The program will be phased in slowly over a couple of years. Replacement printers/copiers will be provided as old printers/copiers are replaced.

## **Business**

### **Changes to the Chemistry Major**

Jeanne Hamers explained that the GPA requirements for the honors in the chemistry major designation needed to be identified and approved by the department to be included in the L&S Curriculum Guide:

Students may declare Honors in the Chemistry Major in consultation with the chemistry major advisor. To be admitted to the Honors Program in Chemistry, students must have declared a major in chemistry and achieved a 3.200 overall GPA. They must also have achieved a 3.200 GPA in all CHEM courses taken and courses accepted for the major. Honors in the Chemistry Major Requirements To earn the B.A. or B.S. with Honors in the Major in Chemistry students must satisfy both the requirements for the major (above) and the following additional requirements: Earn a 3.300 overall university GPA. Earn a 3.300 GPA for all CHEM courses and all courses accepted for the major. Complete at least 3 credits of advanced work beyond those already required for the major. This requirement may be met in one of three ways: o With additional 500-level or higher non-laboratory CHEM or BIOCHEM courses; Additional CHEM 699, BIOCHEM 699, or CBE 599 credits that are not already being used to satisfy the 3 additional laboratory credits required for the major; or With additional breadth courses in other related disciplines<sup>1</sup> Complete a two-semester Senior Honors Thesis in CHEM 681 Senior Honors Thesis and CHEM 682 Senior Honors Thesis, for a total of 6 credits. <sup>1</sup> Examples of breadth courses include engineering, physics, molecular biology, computer science, water chemistry, and business. Advanced-level courses should be chosen in consultation with the student's research mentor.

The undergraduate curriculum committee made a motion to require a 3.2 GPA in all chemistry courses and a 3.3 GPA in all classes for honors designation for majors in chemistry. **The motion from the Undergraduate Curriculum Committee was approved on a voice vote with no negatives.**

Jeanne Hamers discussed Undergraduate Curriculum Committee's plans for the annual assessment report required by the Office of the Provost for all academic programs, which is due Nov. 1. This year, we are required to submit a report that addresses at least one of the learning goals for the major. Over the course of about three years, we are required to have an assessment of all of the goals, as well as at least one direct assessment which includes evaluation of student work. For the report for this year, the committee will use a combination of results from a survey of research students conducted by Cheri Barta and from an end-of-the-semester survey of CHEM 329 students conducted by Pam Doolittle. These surveys were not designed for the purpose of

assessing the major, but some of the questions speak to the learning goals. Moving forward, the committee will develop an assessment plan for future years, and explore ways to obtain a more direct measure of student learning.

Steve Burke presented a summary of the Assessment of the Chemistry Graduate Program. The graduate program assessment evaluated the breadth of knowledge goal for graduate students, one of six department learning objectives for the program. The survey, conducted by Arrietta Clauss and Matt Sanders identified 73% of graduate students take classes outside of the chemistry department for an average of 3.6 non-chemistry classes per student. This helps demonstrate how the department is meeting the objective of breadth and diversity of the program.

With no additional business brought to the Department Committee, the meeting was adjourned after a motion from Bob Hamers and John Berry.

November 12, 2017. PKE