

Minutes of Departmental Committee Meeting

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

Professors Berry, Brunold, Buller, Burke, Burstyn, Cavagnero, Choi, Ediger, Fredrickson, Gellman, Hamers, Hermans, Jin, Landis, Moore, Nathanson, Schmidt, Sibert, Smith, Stahl, Weisshaar, Weix, Wright, Yoon attending.

Kyle Acevedo, Cheri Barta, Arrietta Clauss, Pam Doolittle, Tracy Drier, Kayla Driscoll, Pat Egan, Iliia Guzei, Jeanne Hamers, Char Horsfall, Tony Jacob, Tatum Lyles, Paul McGuire, Steve Myers, Jeff Nielsen, Vanessa Orr, Matt Sanders, Bob Shanks, Alan Silver, Sarah Specht, Cecilia Stodd, David Toland, Martha Vestling, Chad Wilkinson, Marc Willadsen also attended.

Open Session

Minutes of the last meeting (11/14/17) were approved on a voice vote.

Announcements and Reports

Safety Update

Ive Hermans explained a new process concerning summaries of incidents. After every significant incident, we will have an executive summary with emphasis on lessons learned from the incident. "Here's what went wrong", and "here's how it could have been avoided."

We will be piloting self-inspection in five groups. We would like students to get used to what inspectors are looking for.

Jeff Nielsen implored the staff who smoke to police and dispose of their cigarette butts more carefully. Jeff and Judith Burstyn recently had to put out a small fire in a receptacle.

Jeff had a recent walk-through with the Fire Department. They insist we improve our housekeeping, and clean up any material stored in hallways.

Judith Burstyn reported that she had recently taken a tour of the building with Jeff Nielsen, and that we need to improve our housekeeping in many areas. She lauded Kyoung-Shin Choi's and Etienne Garand's groups as examples of excellent housekeeping in labs and offices. She reminded groups that appliances – toasters, microwaves, coffee makers, and so on – need to be plugged into wall outlets. Plug strips can only be used for low-power items like computers.

Featured Staff

Steve Myers was the featured staff member at the monthly meeting. Steve is the supervisor of the Machine Shop. The Shop can create parts, either routine or specialized, or whole instruments. They keep an inventory of screws, plastics, and many pieces that you might be looking for to repair equipment. They do vacuum-pump repair (not Turbo-Pumps). They will help with some repair of lab equipment as they are able. Tools are available in the Shop. Steve emphasized that they support both research and teaching.

Administrative Update

Pat Egan introduced Tatum Lyles as the new Communications Specialist in the Department. Tatum is from LSU, and has a background in Biology and Journalism.

There have been changes in the way Travel cards are administered; cards can ONLY be used by the person whose name is on the card. The coordinators and Kayla each have a card. Work with your path coordinator to book travel. Regular purchases and equipment still go through Chad.

Awards

Judith Burstyn announced University Staff awards to Steve Myers and Mike Bradley. Bassam Shakhashiri has received the 2018 Grady Stack Award for Interpreting Science to the Public. John Berry has been named a Fellow of the American Association for the Advancement of Science.

Academic Staff award nominations will be due in January and February. The Academic Staff Committee has come up with suggestions for candidates. Please participate in the nomination process.

Faculty and Staff Recruiting

Sam Gellman reported that we will be interviewing ten candidates for faculty positions; one has already been interviewed, and one will be done today.

Pat Egan reported that the Student Services Coordinator will start January 9 as an assistant to Jeanne Hamers. Interviewing is ongoing for the Assistant Organic Lab Director. Two positions for curriculum coordinators should be approved by the College soon. And interviews for Lecturers, TAs and FAs for Spring continue.

Enrollment Expansion

Judith Burstyn reported that we may also have increases in staff due to expansions of enrollment in the College. We will develop plans over the next months to help us determine our needs.

Salary Exercise Process

Judith Burstyn reported that the salary exercise proposal from Chemistry has been submitted, and we are awaiting approval. University and Academic Staff increases will take effect in January. The faculty block grant increases are expected to be reflected on February 1 paychecks. Faculty post-tenure review increases and promotions will be later in the year. We also expect a regular state pay plan of 2% in July, and 2% in January 2019.

Space in the Buildings

Judith Burstyn reported that a space analysis to accommodate growing groups is in process. Remember that space is a departmental resource. Everyone will need to be flexible in the coming months.

As part of preparing our spaces for the coming building project, Jeff Nielsen may be contacting you and asking about items you are storing. We will have limited storage space for an indeterminate period, and we will ask you to be critical of the material you are storing.

If you cannot do without storage, you may be asked to pay for storage off-site. Cost will be about \$0.45/month/sq ft. If you're just storing shipping boxes, Steve Myers and the Machine Shop are prepared to create boxes at a cost of \$200-\$500, so likely that will be cheaper than the storage.

Sunshine Fund

Judith Burstyn reminded the Department that we have limited availability of funds to pay for social events like the Snout-Out and luncheons. The Sunshine Fund (Foundation Fund 112223316) is one. Payroll deduction can be used to donate regularly; donations are tax-deductible, and we have forms available here at the meeting (attached). Matt will have these forms after the meeting.

Policies Under Development

Judith Burstyn reported that policies are being developed concerning when food for events can be paid for from Department funds. Also under development is a policy concerning requesting gifts to the Department.

Updated Suggestion Box

Kayla Driscoll, Alan Silver and Sarah Specht discussed updating the suggestion box (suggestions.chem.wisc.edu). As a result of student surveys, suggestion submitters will now be asked to designate two people to receive the suggestion, and the Department will be asked to report on the suggestion and the result, if appropriate. The URL is also on the Climate and Diversity Committee's website.

Upcoming Events

Faculty Staff Luncheon will be in Room 9341 at noon on December 13.

Pam Doolittle reported that the undergrad scholarship application process begins December 20.

Business

Undergraduate Curriculum Committee Proposals (Attached)

Jeanne Hamers led a discussion of the new University policy on credit hours, and how it affects the hours we require for research credits. Currently, students doing research are expected to work 4-5 hours each week for every credit they receive; the committee proposes a new standard of 3-4 hours/week/credit to be more in keeping with the University guidelines. The policy was discussed at some length. Following the discussion, **the recommendation of the Undergraduate Curriculum Committee was approved on a voice vote, with several negative votes and abstentions.**

Biomolecular Chemistry 504 was recently changed from 2 credits to 3, with no change in requirements. Prior to the credit change, Chemistry accepted the 2 credits for this course as counting towards the 3 additional lab credits required for the Chemistry major. The proposal is to continue to count 2 credits towards the 3 lab credits, and the additional new credit from BMC 504 towards the 5 credits of advanced non-laboratory work we require for our majors. **The recommendation of the Undergraduate Curriculum Committee was approved on a voice vote, with one abstention.**

We have been asked to evaluate an on-line course for possible equivalence to Chemistry 104; the course included a laboratory. The General Chemistry and Undergraduate Curriculum Committees have approved a statement as follows: *“Training in, and evaluation of, safety skill development is an essential component of the undergraduate experience in Chemistry courses. As stated in the Guidelines published by the Committee on Professional Training of the American Chemical Society, “To prepare students properly for the foundation laboratories, laboratories in introductory or general chemistry courses must be primarily hands-on, supervised laboratory experiences.” Students who take lab courses that are primarily online or lack supervised laboratory experiences (such as at-home lab kits) in lieu of an undergraduate supervised experience will not receive laboratory equivalency credits, nor fulfill prerequisites, associated with a UW-Madison chemistry course.”* **This proposal was approved on a voice vote with no abstentions.**

Reaccreditation and Syllabi

Judith Burstyn, Clark Landis and Jeanne Hamers discussed the new syllabus requirements on campus. See <https://teachlearn.provost.wisc.edu/course-syllabi/> for the requirements. The requirements are being standardized as part of the reaccreditation process.

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

January 22, 2018. MJS

Department Committee Meeting Agenda

*Tuesday, December 12, 2017
1:30 pm, Rm. 9341 Chemistry*

Open Session

Approval of minutes from last meeting (November 14, 2017)

Announcements and Reports

Safety Update (**Hermans / Nielsen / Burstyn**)

Staffing – highlight – Steven Myers

Administrative Update (**Egan**)

Updates on awards (**Burstyn**)

Update on Faculty and Staff Recruiting (**Gellman / Egan**)

Update – Salary exercise submitted, awaiting approval of L&S, dates to be in effect (**Burstyn**)

Update – New building update / space for new hires and construction (**McMahon / Burstyn**)

Report – Advancing department climate through social engagement (**Burstyn**)

Report – Policy development for requesting external resources & spending (**Burstyn**)

Report – Updated suggestion box (**Specht / Driscoll / Silver**)

Other announcements/updates?

Upcoming events:

Faculty & Staff Holiday Luncheon – Wed. Dec. 13 at noon, 9341

Academic Staff Excellence Award Nominations – due Jan. 12, 2018

Business

Policy on Time Commitment Expected for Undergraduate Researchers (**J. Hamers / UGCC**)

Chemistry Major Additional Laboratory Requirement and BMOLCHEM 504 (**J. Hamers / UGCC**)

Policy on Non-Supervised Laboratory Experiences (**J. Hamers / UGCC**)

Reaccreditation and syllabi (**Landis / J. Hamers / Burstyn**)

Other business?

Adjourn

Mission Statement

The mission of the Department of Chemistry at the University of Wisconsin-Madison is to conduct world-class, groundbreaking research in the chemical sciences while offering the highest quality of education to undergraduate students, graduate students, and postdoctoral associates.

Our leadership in research includes the traditional areas of physical, analytical, inorganic, and organic chemistry, and has rapidly evolved to encompass environmental chemistry, chemical biology, biophysical chemistry, soft and hard materials chemistry, and nanotechnology. We pride ourselves on our highly interactive, diverse, and collegial scientific environment. Our emphasis on collaboration connects us to colleagues across campus, around the country, and throughout the world.

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Undergraduate Curriculum Committee Proposals for Chemistry Department Meeting on December 12, 2017

University Policy on Credit Hours (background information)

In June 2017, the University Academic Planning Council and the University Curriculum Committee approved a new policy on credit hours. The new policy was needed to address the changing methods in which instruction is delivered. Detailed information about the policy is here: <https://kb.wisc.edu/vesta/page.php?id=24558>. Below is an excerpt from the detailed policy.

"Generally, UW-Madison will follow the federal credit hour definition: one hour (i.e. 50 minutes) of classroom or direct faculty/qualified instructor instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks, or the equivalent engagement over a different time-period.

Alternatively, a credit hour will be defined as the learning that takes place in at least 45 hours of learning activities, which include time in lectures or class meetings, in-person or online, laboratories, examinations, presentations, tutorials, preparation, reading, studying, hands-on experiences, and other learning activities; or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.

In all cases, learning in for-credit courses is guided by a qualified instructor and includes regular and substantive student-instructor interaction."

Proposed Policy on Time Commitment Expected for Undergraduate Researchers

Chemistry undergraduate researchers who are enrolled for research credits (CHEM 299, 681-699) are currently expected to work 4-5 hours per week per credit over the 15-week semester, or 60 to 75 hours during the semester. This expectation far exceeds the standard credit our definition of 45 hours of learning activities per credit per semester. This expectation also differs significantly from expectations in other departments, such as chemical engineering, which require 3 hours of work per week.

Proposal: *Beginning with the spring 2018 term, chemistry undergraduate researchers enrolled for research credits (CHEM 299, 681-699), will be expected to work 3-4 hours per week per credit over the 15-week semester, or 45-60 hours during the term.*

Chemistry Major Additional Laboratory Requirement (3 credits) and BMOLCHEM 504 Human Biochemistry Laboratory

- BMOLCHEM 504 recently changed from 2 to 3 credits, with no increase in lab or other meeting times.

- Class has two three-hour meetings per week, and includes labs, lectures, seminars, and discussions.
- Prior to the credit change, we were accepting the 2 credits of BMOLCHEM 504 towards the 3 additional lab credits required for the Chemistry major.

Proposal: For students who complete BMOLCHEM 504 in the spring 2018 term or later, 2 credits will count towards the 3 additional lab credits for the major and the remaining 1 credit will count towards the 5 credits of advanced non-laboratory work requirement.

Proposed Policy on Non-Supervised Laboratory Experiences

We recently received a request to evaluate an online general chemistry course for possible equivalency to CHEM 104. The course included a laboratory that required students to purchase a kit and do the labs in their home. The General Chemistry Committee carefully reviewed the course and decided that the laboratory experience was not equivalent to CHEM 104 laboratory. The primary concerns were that the lab was unsupervised and provided no opportunity for students to learn chemical safety. Because it is likely we will see more courses like this one in the future, the committee decided it would be a good idea to formalize a policy regarding online laboratory experiences. Both the General Chemistry and Undergraduate Curriculum Committees have approved the proposed policy below.

Proposal: Training in, and evaluation of, safety skill development is an essential component of the undergraduate experience in Chemistry courses. As stated in the Guidelines published by the Committee on Professional Training of the American Chemical Society, "To prepare students properly for the foundation laboratories, laboratories in introductory or general chemistry courses must be primarily hands-on, supervised laboratory experiences." Students who take lab courses that are primarily online or lack supervised laboratory experiences (such as at-home lab kits) in lieu of an undergraduate supervised experience will not receive laboratory equivalency credits, nor fulfill prerequisites, associated with a UW-Madison chemistry course.