

**Department of Chemistry
Faculty Meeting Minutes
November 2, 2006**

Present: Babler, Ballicora, Baude, Becker, Boerger, Chiarelli, Crumrine, Dias, Fitch, Florian, Freitas, Graham, Hall (Adm Asst), Herlinger, Holz (Chair), May, Naleway, Schmeling, Szpunar, Thomas
Absent: Olsen

APPROVAL OF MINUTES OF Oct. 5, 2006

The minutes were approved with one correction and one abstention.

CHAIRPERSONS ANNOUNCEMENTS: DR. RICHARD HOLZ

- **Organic Faculty Position** - We currently have 24 applicants for the position. The deadline for applications is November 15th. The committee will provide a nomination list shortly after the deadline date. Once the list is approved we'll begin to schedule interviews most likely in the Spring semester.
- **Thanksgiving Holiday** – No classes Nov 22 through 24. The office will be open on the 22nd only.
- **Spring Registration** – begins Nov 13th
- **External Review** – We have received our external review which was done last spring. The review has been sent to the executive committee for review. Once the executive committee reviews it Dr. Holz will send it to the entire faculty. The Provost has sent a detailed memo to write a long term plan, between 6 and 10 years, as to where we want the department to go. This includes things like hiring, stipends, etc. The due date for our long term plan is February 15th.
- **High School Stars** – Nov 3rd – Dr. Dias will be presenting a seminar from 2:00–2:45 to a group of H/S students.
- **Senior/Transfer Open House** – Nov 4th – Thanks to Dr. Dias for volunteering as the Chemistry point person.

COUNCIL REPORTS:

ACADEMIC COUNCIL – DR. GRAHAM

In the Dean's report – they are looking for 25 new faculty lines next year. The breakdown is as follows, nine for humanities, five for the sciences, and eleven for the social sciences.

FACULTY COUNCIL – DR. FITCH

The shared governance restructuring is being discussed with Fr. Garanzini. You can find more information on the Faculty Council webpage at <http://www.luc.edu/resources/faccouncil/> - Oct 2006 Minutes. The next items on the agenda are the faculty handbook revision and grievance procedures.

GRADUATE COUNCIL – DR. FLORIAN

The Graduate School is organizing support for foreign trips, it's called Immersion Programs, were forty faculty every year, for four years, (160 faculty) establish research collaboration with less developed countries. Dr. Florian pointed out that we would need support for people who come here since lake shore campus doesn't have facilities where we can place a visitor for an extended amount of time. He was told that they would try to solve that issue.

Dr. Holz said he received an e-mail looking for volunteers in the spring and early summer to travel to four different places. Dr. Holz will forward the e-mail.

Dr. Crumrine reported that we were told we would have three graduate students at \$20,000 for next year, potentially more. Also, the Arthur Schmitt Scholarship, stipend \$14,000 plus tuition, deadline to the chair is 1/7/07.

COMMITTEE REPORTS:

RESOURCES COMMITTEE REPORT/FUTURE PLANS – DR. GRAHAM

Dr. Jaselskis proposed that Dr. Moore move into his office and share space. After consideration, this proposal will not work because we need the space for Angela Boerger. There is space on the 4th floor which used to be Drs. Pavkovic's and Olsen's x-ray lab. Dr. Graham feels this space would work for them.

Dr. Graham has talked with Bert Kuehlhorn regarding the issue of missing items from the stockroom. The best course of action there would be to use a bar code entry system or to check out the key from the office.

Regarding the new Organic Chemist's Space and the hood situation - The fourth floor lab (Mary Boyd's old lab) has better hood space. The second floor lab (Jon Zerkowski's old lab), in Dr. Graham opinion, is better for wet organic chemistry lab. The committee will meet again soon to move these issues forward.

Dr. Chiarelli reported that the hood in 02 is not functioning. Also, we have to replace the filters in 314 which have gone out after one month. The cost is \$500.

CURRICULUM COMMITTEE REPORT – DR. CHIARELLI

The committee met regarding what topics should be covered in Chem 101 to make it uniform so students can transition easily from one professor/section to another. Currently, different professors cover anywhere from nine chapters/topics to thirteen chapters/topics. The committee came up with a list of topics they thought would be appropriate for everyone to cover in Chem 101 to insure transferability between 101 and 102. Angela Boerger had some concerns about sequence in which they would be taught and how that would parallel lab. Dr. Chiarelli will send around the proposal to the faculty for all to vote on it. There was additional discussion among the faculty regarding the topics that should be covered and/or dropped from Chem 101. Dr. Holz said that there will be faculty who think a specific topic is critical to cover while others think that we simply do not have time to cover it. These discussions are critical and should be done at the committee level. Once we can get an agreement on what to cover first and second semesters, the committee can start thinking about a text book all the general chemistry professors can agree upon and use. Angela Boerger added that it is important to cover the topics in a particular order so the lab can be coordinated appropriately. Dr. Holz said once we're finished with general chemistry we can review organic and other courses thereafter.

RECRUITING COMMITTEE REPORT/FUTURE PLANS – DR. FLORIAN

No report. Dr. Holz asked everyone (tenure faculty) to send Dr. Florian an e-mail with the number of graduate students they'd like to, if possible, take next year. Our new Graduate Adm Asst, Stacey Lind, has a background in marketing and Dr. Holz would like her to work closely with the recruiting committee to develop some marketing tools for our graduate program and to develop our web page to make it more interesting to generate more graduate student traffic and get more students to apply. Dr. Herlinger said that realistically the thing that drives recruiting and admission is the number of stipends that are available. Dr. Holz said that we all have to think about writing proposals and generate grant money because students need to rotate off TA's on to RA's. Our open TA positions ultimately have to be for recruiting. We ought to be trying to bring in eleven new people every year and those eleven people on TA's rotate off to RA's in to the lab. That is where we need to go. That should be our overall goal as a faculty to accomplish that in the next five years or so. Certainly we can not do that now. Dr. Fitch said that if you calculate it out in order to rotate a student on to an RA, if you have to include all of the tuition at the same time your including their stipend, you're much better off just putting in for a postdoc. Dr. Holz said that right now the tuition is waived as long we you pay the 34%. For example if you pay a stipend for 20,000 a year and add 34% benefit on to it that's 27,000 and no tuition, the graduate school will waive it.

PROMOTION AND TENURE COMMITTEE – DR. FREITAS

The committee is meeting on a regular basis. We have already had one individual meeting with one candidate. We have another meeting this afternoon and other one is lined up for two weeks from today. The P&T document is up for review. This will be discussed with Dr. Holz first and than with the committee. All P&T documents must be updated this year. Dr. Chiarelli asked which rules apply to those currently applying for promotion. Dr. Holz believes that they would follow the rules of the current policy. Dr. Holz will confirm with the Deans.

NEW BUSINESS – DR. CRUMRINE

Provost Candidates – Please go see the candidates.

OLD BUSINESS – DR. FITCH

Can someone unpack the boxes in FH-129?

ADJOURNMENT – 12:45