

**Department of Chemistry
Faculty Meeting Minutes
October 5, 2006**

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

APPROVAL OF MINUTES OF May 4, 2006 and Aug 31, 2006 Meetings

May 4th - The minutes were approved with one abstention.

Aug 31st – The minutes were approved with two abstentions.

ILLINOIS SCIENCE OLYMPIAD VOLUNTEERS – DR. HERLINGER

Loyola University Chicago has made a commitment to host the 2007 Northeastern Illinois Regional Science Olympiad on Saturday March 17 at the Lake Shore Campus. As a group, the science departments have been asked to supervise 23 individual events at the junior high (JHS) and senior high (HS) school levels. Please see Dr. Holz's 10/3/2006 e-mail for more information.

Chemistry is responsible for six events. Dr. Herlinger distributed additional information and a sign-up sheet for event supervisors. Dr. Naleway asked about the time commitment and available funding. Dr. Holz said that it's hard to know what the time involvement will be, the day of the event but additional time preparing, setting-up, and checking the experiments will be required. Regarding funding, it is not clear where the funds will come from, perhaps the Illinois Olympiad or the Department. There will be a training session in October for event supervisors.

Dr. Holz asked Angela Boerger and Mary Baude to help design experiments. Drs. Holz, Graham, Crumrine, Fitch, and Tim Thomas volunteered to be event supervisors. Dr. Freitas agreed to be a judge. Other faculty members are expected to help in any way possible.

Dr. Graham, said that he, Dr. Crumrine, and Tim Thomas volunteer for such events (Chemistry Olympiad/Scholarship Exams) on a regular basis. Dr. Fitch said she also volunteers for these type of events for the Chicago Public School District and doesn't mind volunteering but finds it outrageous to be told this is part of her job. Dr. Holz replied that it isn't part of our jobs but we are being asked to volunteer.

Tim Thomas asked if we have a Chemistry Outreach Specialist, someone who coordinates this type of thing, perhaps Patrick Daubenmire? Dr. Holz replied that was a good question but, not in the Department right now and, is something we should think about.

CHAIRPERSONS ANNOUNCEMENTS: DR. RICHARD HOLZ

• **Congratulations**

Dr. Fitch for receiving the J. Calvin Giddings Award for Excellence in Education.

Dr. Babler for having an Organic reaction named after him.

Dr. Ballicora for being funded by NSF

• **Proposals**

- Dr. Holz reported that he submitted a proposal along with Physics and Biology for an Electronics Staff Position. The position was designed to be administered by Chemistry and the person would spend 60% of the time in Chemistry and the other 40% between Physics and Biology. The position will be a fee based system, if a person needing equipment repair has a grant than they would pay an hourly charge for the service. If someone is not funded than it would be paid by the department or waived depending on how the University wants to set it up, and if it's for undergraduate laboratories that would be part of their salary structure.

- Drs. Freitas and Schmeling wrote equipment proposals which have been submitted. The CD proposal was ranked one and ICPMS was ranked two. When Dr. Holz hears if we will get money to purchase any of them he'll make an announcement.

- **Teaching Schedules**

The Spring teaching schedule has been edited as we needed to include Chem 341 therefore Dr. Holz will be teaching a class. There is one other small editing correction that needs to be made and than Dr. Holz will e-mail the spring teaching schedule to everyone to look at. If anyone sees any problems please let Dr. Holz know.

Dr. Holz has made a draft of the teaching schedule for next year which will be sent to the Executive Committee to look over. This will be helpful for two reasons 1) so everyone knows what they will be covering in the future and 2) so the Dean's Office knows what non-tenure track lines we will need in the future well in advance so if we have to search for people we'll be proactive and if you are currently a non-tenure track person and the Dean's office will not be renewing that line the next year you'll know well in advance. We are trying to be proactive.

- **New Faculty**

Dr. Holz along with the Resources Committee is trying to figure out space for the new Organic hire. The ad for this position will appear in the 10/9 & 10/23 issues of C&EN. Dr. Crumrine is the chair of the search committee. The other members of the committee are Drs. Fitch, Babler and Becker. Currently there is one applicant.

- **Equipment**

Dr. Holz is also working with the Resources Committee to prepare a multi-user research instrumentation proposal for NSF which is due on 1/25. Dr. Holz would like to submit a proposal for an EPR Spectrometer. There is another MRI Proposal that Biology is putting together that they put together last year that wasn't funded. It is to build out on the 4th floor of the Life Sciences Building an instrumentation center. It was not funded last year and Dr. Holz talked with Nancy Tuchman and told her that we would be willing to help in editing it and has ask Dr. Freitas to also be another person in the department to look it over, if they would be willing to add a CD Spectrometer for the Chemistry Department to the equipment list. We are working on different ways to get all the equipment that we need. It is important for the resources committee to make a wish list of equipment so anytime we have an opportunity like this we can go after it whether it is federal dollars or university dollars, to get the equipment we need and hopefully an electronics person to help us maintain it and possibly run some of it.

- **Graduate Program**

- Dr. Holz was notified by the Dean of the Graduate School, Dr. Attoh, that at least three of our stipends for incoming graduate students next year will be at the \$20,000 mark. Right now we have eleven teaching assistant stipends so three of those next year will be \$20,000. The Dean has a proposal into the Provost/President to fund them all at \$20,000 next year. He wants us to know that he is on board with trying to get the stipends up and he is also aware that we need to work to get them to more toward the \$24,000 mark. We will than try to add new teaching assistant positions.
- The Graduate Program Administrative Assistant position: The committee of Drs. Holz, Crumrine and Denise Hall went through fifty eight applicant files and ranked them based on experience, salary expectations and qualifications. We called the top ten applicants and three agreed to interview. We now have an offer extended to our top candidate and should be hearing back from H/R regarding the status of the offer soon. Dr. Holz will send out an e-mail to notify the department if she accepts the offer and when she'll be on board.
- The GAANN Grant is due November 20th. Dr. Olsen will be spearheading it, probably with the help from Dr. Herlinger who has submitted prior proposals that were successful. Dr. Olsen has come up with a budget and Dr. Holz will try to get the university match secured. Dr. Holz wants to get the match secured before we spend the time writing the proposal. We'll be contacting various faculty members to help with putting sections together, data collection, etc, to try to get that proposal in by Nov. 20th.

COUNCIL REPORTS:

ACADEMIC COUNCIL – DR. GRAHAM

- The enrollment numbers are up 5% for the CAS. The retention rate defined by the percentage of returning students after their first year is 82% which is regarded as low. They would like this number to be more like 90% typical of east coast elite Universities.
- There are 37 new faculty members this year. They are seeking permission for 42 new faculty members for next year.
- They want better doctorate programs and better visibility of scholarship. The focus this year is going to be on the humanities scholarships and they also want to advance the visual and performing arts.

FACULTY COUNCIL – DR. FITCH

The issues being discussed at Faculty Council are the Faculty Handbook Revision and Shared Governance Revision, Family Leave Policy and Sabbatical Leave Policy. You can find more information on the Faculty Council webpage at <http://www.luc.edu/resources/faccouncil/>

COMMITTEE REPORTS:

RECRUITING COMMITTEE REPORT/FUTURE PLANS – DR. FLORIAN

Dr. Florian was not at the meeting. Dr. Holz said he will try to meet with Dr. Florian and that committee separately. Dr. Holz would like to ask all faculty how many graduate students they would like or would be willing to take next year so if we need five new students for faculty than that should be our target goal.

RESOURCES COMMITTEE REPORT/FUTURE PLANS – DR. GRAHAM

The committee is recommending that Drs. Jaselskis and Moore share an office FH-213 temporarily. Once the new faculty member comes on board, that person will be given FH-213 and the adjacent lab. Ms. Boerger will move into FH-200A, currently occupied by Dr. Jaselskis. Dr. Holz said that there is a room on the 4th floor which currently has old equipment in it that can be used as an office. Dr. Holz said that the resources committee will need to go around the building to see what sort of space is available. Dr. Herlinger suggested that once we move Dr. Jaselskis and Moore that it should be to a place where we will not have to ask them to move again a year later. Dr. Graham said that Dr. Pavkovic's old Crystallography lab is a potential place for the emeritus professors. Tim Thomas said that Dr. Boyd's old lab (FH-415/416) may be a better space for the new person.

SAFETY COMMITTEE – DR. SCHMELING

MSDS – we will be getting a link to this sight that you can bookmark on your computer. You can also have a hard copy in your lab. It is required by OSHA.

Every lab will be equipped with eye wash stations over Christmas break. General spill kits will be supplied for labs.

There was a suggestion to have lab coats for faculty and graduate assistants which would be supplied by the University and professionally laundered and decontaminated. Where the funds will come from (8,000 a year) has not yet been determined.

OTHER –

Dr. Fitch asked for a volunteer to take her class while she is in Africa. Dr. Naleway agreed.

Dr. Babler requested items for the Department newsletter to be e-mailed to him. He plans to mail the newsletter in January.

ADJOURNMENT – 12:40