

**Department of Chemistry
Faculty Meeting Minutes
August 31, 2006**

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

APPROVAL OF MINUTES OF May 4, 2006 Meeting

The minutes were not approved.

CHAIRPERSONS ANNOUNCEMENTS: DR. RICHARD HOLZ

Welcome to the new semester!

Events:

- Thursday September 21, 2006 – “House of Butterflies” by Alanah Fitch-Kathleen Mullady Theatre 7:30pm.

NEW BUSINESS: DR. RICHARD HOLZ

- **Draft of the 2006-2007 Committee Assignments.**

The following items are changes to the Committee Assignments that were e-mailed earlier.

- ❖ Graduate Studies Committee – The GPD is appointed by the Graduate School Dean and a stipend is provided. Drs. Crumrine (F-06) and Olsen (S-07) will split the assignment this academic year.
- ❖ The Promotion and Tenure Committee is an elected position.

Dr. Holz asked the faculty if the assignments looked reasonable and if anyone had any questions.

Dr. Fitch asked if the Grievance Committee handles all grievances (graduate and undergraduate). Dr. Holz replied that the committee will handle all grievances.

The Promotion and Tenure Committee are elected positions. Denise will distribute ballots for this academic year.

Dr. Fitch clarified that the committees are similar to those that we had before except the addition of the Fundraising and Development Committee and the Resources Committee. Dr. Holz stated that the Fundraising Committee was on the committee list Dr. Crumrine gave him and he kept it because he feels it is a good idea. The Resources Committee is the new name for the Instrumentation Committee. Dr. Holz said that hopefully everyone had a chance to read through the committee definitions.

With the potential hiring of two more faculty we will need to do an inventory of our space and get a recommendation from the Resources Committee on where these two people will go.

Dr. Chiarelli commented on the Curriculum Committee that originally we were going to have Dr. Patrick Daubenmire help us on the main task which is submitting the paperwork to assure the reaccreditation to the ACS. Dr. Chiarelli stated that there is a lot of paperwork involved and wants to make sure some of it can be passed around. Dr. Holz said that Dr. Daubenmire can be contacted to see if he would be able to help. Dr. Holz stated that he would also be happy to help with the paperwork as well as the other committee members.

Dr. Crumrine asked the difference between the first two bullet points in the Promotion and Tenure definition. Dr. Holz responded that (the first bullet) one of the problems that he realized after looking through the files and talking with faculty is that we don't have a lot of teaching evaluations from faculty in tenure candidate's files. If a candidate has great student evaluations but no evaluations from faculty it may be a problem for the candidate going forward. It is important if a faculty member is receiving weaker teaching evaluations that other faculty members sit in the lecture and give help or input on how they can improve their teaching. Dr. Holz would like the committee members to make appointments with each of the untenured faculty, listen to them teach, and write a one page evaluation that can go in their file, after discussion with the person, and also try to help them to facilitate their teaching so we can get the best quality teaching possible. The second bullet is, that it is also important to meet with

the candidate every year and write a brief view of their progress, how many papers they published, funding, and how we feel they are doing with regard to getting to tenure. The major review is at three years, the first year there is not a huge meeting process but in subsequent years it is important to have a paper trail of their progress. This is simply for our internal document. It gives clarification of their progress and allows them to meet with the committee and show what their progress is and get help with the tenure process.

Dr. Fitch asked if an Instrumentation Specialist were hired if they would be supervised by a committee. Dr. Holz responded that staff positions are normally monitored through the chair's office. However, he stated that it didn't have to be this way and the Executive Committee or the Resources Committee might be a good choice to monitor this position.

Dr. Holz stated that the one thing he wanted the Executive Committee to do this year is to develop a set of departmental bylaws which he thought that the committee descriptions would be incorporated into that because, of course, committee definitions is a big part of the bylaws. The rest of the bylaws could be the role of the chair, the promotion and tenure document, etc., all incorporated into one document.

Dr. Herlinger inquired about the role of the Seminar Coordinator. Dr. Holz replied that the coordinator would not do the bulk of the inviting but keep track of the schedule so we have one centralized schedule and to keep track of the budget. Dr. Holz wants to bolster the seminar program. The coordinator is expected to come up with a set of guidelines for inviting. The new model will come in play next year since the schedule is set for this year.

Dr. Fitch moved to vote to accept the draft of Committee Descriptions. Seconded by: Dr. Babler.
Approved: 10 Apposed: 0

Dr. Holz would be happy to meet with each committee, or the assigned chair of each committee, to go over the goals. Dr. Olsen has prepared the MS/BS Program proposal which needs to be reviewed at a faculty meeting so it can be moved forward. There will probably be a lot of committee work this year but hopefully a lot of items will be address and moved forward. This will help us all function as a team and accomplish our goals.

- **Capital Expenditure proposals**

Dr. Freitas is writing a proposal for a CD spectrometer. Drs. Schmeling and Fitch suggested a proposal for ICPMS. Dr. Holz asked them to work together to prepare a proposal.

We can submit as many proposals as we want but they have to be prioritized. The proposals are due on September 15. The Resources Committee should have the proposals a week in advance to look them over and make a recommendation so we can discuss further. These requests for proposals will come up every so often. There isn't a time schedule for the requests and the turn around time is normally short. What the Resources Committee should do is to ask people what capital proposals they might have for internal dollars and put those proposals together so we can keep them on file. When the request comes from the administration all we have to do is update the proposal and fire it off so that we are always in the running for funding.

If anyone else is planning to submit a proposal please let Dr. Holz know.

Dr. Crumrine talked about buying a new shared drive. Dr. Holz said if people are interested we'll find a way to purchase one.

- **Stockroom and Teaching Labs**

Dr. Holz said that he has been informed that items are missing from the stockroom as well as the teaching labs. This affects us all because replacing these items cuts into our budget. We need to find a way to stop this from occurring. Dr. Florian suggested posting a sign stating the area is monitored. Dr. Chiarelli suggested we install a keyless entry lock to monitor who enters the area. Dr. Holz said the Resources Committee can collect all the proposals and come up with a reasonable proposal we can implement. Dr. Fitch suggested the inventory be put in a data base that can be accessible to the faculty. Dr. Becker said that an inventory was compiled by Bert for the stockroom a couple of

years ago but has not been updated. The Safety Committee can push for an online database. We need to be in compliance regarding OSHA regulations, etc.

- **Potential Departmental Functions**

The two things suggested were 1) having a departmental coffee break once a month 2) brown bag faculty lunch w/15 minute presentation. The faculty decided to go with the brown bag lunch idea. Denise Hall will put the schedule together and e-mail it to the faculty asking for volunteers to present.

Adjournment: 12:40pm