

**CLUSTER AGENDA**

**October 29, 2013**

**1:00 – 4:00pm**

**Lake Worth Campus**

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**ITEM 1. Hazard Communication for Science Personnel - Laboratory Safety and Revised MSDS Information Presentation (Joint with Biology) by Larry Leskovjan, Manager, Safety & Risk, Palm Beach State College**

Discussion: Larry Leskovjan conducted a presentation on the revised (March 2012) OSHA Hazard Communication Standard 29 CFR 1910.1200, also known as the “HazCom” or “Right to Know Law” for chemical hazards in the workplace. The revisions to the Hazard Communication Standard included new requirements for labeling of chemicals and Material Safety Data Sheets (MSDS).

Data/data source: Larry Leskovjan, Manager, Safety & Risk, Palm Beach State College

Action: No action is required other than attendance at the Presentation.

**ITEM 2. Inter-Meeting Decision Making Process**

Discussion: To remain current with Chemistry Cluster business it was proposed that the Cluster meet more frequently than once a semester (during Professional Development Days).

Data/data source: Cluster Agenda

Action:

1. The Cluster concluded that the members will meet an additional time at the end of each semester via teleconference between the three campuses. The Cluster voted unanimously (9/9 votes) to meet for at least one additional meeting per semester.
2. The Cluster will conduct teleconferences thereafter as needed to complete any unfinished tasks. Voting by the members will dictate task direction, conclusions or decisions that are agreed upon at these meetings. The Cluster voted unanimously (9/9 votes) to use email for the initial distribution of agendas and topics of interest and then use a collaborative tool (e.g. Google Drive) for document edits.

**ITEM 3. Chemistry Cluster Textbook Selection Process**

Discussion: The Cluster discussed the following items regarding the new textbook adoption process:

1. Piloting of textbooks may be a means of previewing potential textbooks when the lead time for adoption is sufficient. Dr. Gaul and Professor Sellers are will be piloting CHM1025 textbooks in the Spring 2014.
2. Identify the textbooks used at sister State Colleges (e.g. Broward, Miami/Dade) and neighboring universities (e.g. FAU, FSU).
3. Contact book publisher representatives to discuss criteria for textbook adoptions.

4. Develop a textbook adoption criteria/rubric. Narrow the adoption criteria to 12 metrics for use in selecting textbooks for review. Use Professor Shreve's list of criteria as the basis for the Cluster's final document.
5. Request textbooks from publishers for review.

Data/data source: Chair Dr. Gaul and Professor Shreve

Action: The Cluster voted for the following actions to be completed during the next semester:

1. The results of the piloting of textbooks by Dr. Gaul and Professor Sellers will be presented as the Spring 2014 semester concludes.
2. Dr. Gaul will identify the textbooks used at sister State Colleges (e.g. Broward, Miami/Dade) and neighboring universities (e.g. FAU, FSU).
3. Dr. Gaul will assemble names of book publisher representatives to discuss criteria for textbook adoptions.
4. Develop a textbook adoption criteria/rubric by end of November through teleconference, email and Google Docs/Google Drive for collaborative editing.
5. Request 9 copies of each textbooks from publishers for entire Chemistry Cluster review.
6. Finalize the list/rubric of criteria for selecting textbooks and for selecting individual chapters for evaluation.

#### **ITEM 4. General Education Course Learning Outcomes for Chemistry**

Discussion: The Cluster discussed the question of whether or not the General Education Learning Outcomes for Chemistry as established in Item 3 of the Cluster Meeting of 19 March 2013 are appropriate or sufficient.

Data/data source: Cluster Agenda

Action: The Cluster decided to evaluate the sufficiency of the General Education Learning Outcomes for Chemistry at the conclusion of the Spring 2014 semester.

#### **ITEM 5. Mathematics Prerequisites for CHM1025, CHM1032 and CHM1045**

Discussion: The Cluster discussed the restructuring of college preparatory/developmental instruction as directed by Senate Bill 1720 that states that "Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who earned a standard Florida high school diploma" will not be required to take a common placement test or to enroll in developmental education courses. The Cluster discussed the consequences of Senate Bill 1720 as it relates to the mathematical readiness of the students enrolling in CHM1025, CHM1032 and CHM1045 courses. If entering students are not required to take placement examinations or developmental math courses, the Cluster must evaluate if students will be sufficiently prepared for the mathematical challenges required of introductory chemistry courses.

Data/data source: Cluster Agenda

Action: The Cluster voted for the following actions:

1. The Cluster will ask the appropriate Associate Deans and/or the College Curriculum Committee for direction regarding the effect that additional prerequisite mathematics courses may have on total hours for CHM 1032 students.
2. The Cluster will ask the appropriate Associate Deans for directions regarding the proposal to require MAC 1105 as a prerequisite for CHM 1045. Currently MAT 1033 is a prerequisite and MAC 1105 is only a co-requisite for CHM 1045. The Cluster voted unanimously (9/9 votes) to institute MAC 1105 as a prerequisite if approved by the College.
3. The Cluster concluded that the MAT 1033 is satisfactory as a co-requisite for CHM 1025.

#### **ITEM 6. Guidelines for the Development and Delivery of Online Chemistry Courses**

Discussion: The Cluster discussed the current procedures for the development and administration of fully online and hybrid/blended courses. Specifically the issue of test validity and security were discussed.

Data/data source: Cluster Agenda and College eLearning Department

Action: Sidney Beitler, Directory of the Palm Beach State eLearning Department is addressing issues of online test validity and security.

#### **ITEM 7. Textbook Adoption Schedule**

Discussion: The Cluster discussed establishing a tentative textbook adoption schedule based on current textbook adoptions. The current procedure for textbook adoptions is dated from Spring 2002.

Data/data source: Cluster Agenda

Action: The Cluster agreed to table the establishment of new procedures for textbook adoption pending the results of Item 3 above.

#### **ITEM 8. Approved Safety Goggle Review**

Discussion: The Cluster discussed the results of the evaluation of various alternative fog-free laboratory safety goggles and safety glasses as per the Action for Item 1 of the Cluster Meeting of 19 March 2013. Specifically Visorgogs® Safety Goggles were evaluated for student compliance and safety standards as chemical laboratory safety eyewear.

Data/data source: Cluster Agenda

Action: The Cluster voted 8/9 to seek the approval of Larry Leskovjan, Manager, Safety & Risk, for the adoption of Visorgogs® Safety Goggles as approved safety eyewear. The Cluster also agreed to request an opinion by Manager Leskovjan on the suitability of “safety glasses” for use in chemical laboratories.

## **OTHER.**

### **Suggestions for Next Chemistry Cluster Meeting Agenda:**

1. The development of Honors General Chemistry 1 Laboratory (CHM1045L) and Honors General Chemistry 2 Laboratory (CHM1046L).
2. The development of and Honors General Chemistry 2 (CHM1046) to complement Honors General Chemistry 1 (CHM1045).
3. Evaluation of the possibility of delivering General Chemistry 1 Laboratory (CHM1045L) fully online or as a hybrid/blended course.
4. Changing the minimum Mathematics prerequisite/requirement for General Chemistry 2 (CHM1046).

### **Attendance:**

Emma Chow	Nelson Daniel	Alexandra Gorgevska
John Gaul	Sapna Gupta	Trineshia Sellers
Richard Shreve	Marina Ulyanova-Oberst	Cynthia Judd (proxy by A. Gorgevska)

**Ex Officio:** Associate Dean Carlos Ramos

Submitted by:

Nelson W. Daniel, Jr.

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Scribe for PBSC Chemistry Cluster – Meeting of 29 October 2013.

c. Minutes Distribution List