

**CLUSTER MEETING MINUTES**

**Tuesday, October 13, 2015**

**1:30 pm – 3:30 pm**

**Lake Worth Campus**

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**Chemistry Cluster**

**ITEM 1. What can faculty do to support the four Performance Funding measures (Job Placement/Continuing Education, Completion to 3-4 years, Retention, and Entry Level Wages)?**

Discussion: Cluster discussed ways to ensure student success, especially starting with the general advising sessions for students where there is a follow-up advising session during the freshman year to help students who may be struggling. Also to have content-specific advising by the faculty who can either get a stipend or release time. During the SLS 1501, Introduction to the College Experience course, more specific career exposure would be beneficial to the students; such as visiting speakers, career panels, field trips, etc.

The Cluster stated that there are measures that the college institution can provide in regards to infrastructure similar to that of the A.S. programs with discipline-specific Business Partnership Councils that will work with the individual disciplines to provide industry-relevant input regarding relevant skill-sets that students will be expected to master. By creating these greater advising and industry-related networking opportunities we can improve the retention and completion rates of our students.

Regarding entry level wages, faculty have no control over that aspect other than to advise students of what the entry-level wages are for the various career paths.

**ITEM 2. Review Cluster Minutes Guidelines -**

**<http://www.palmbeachstate.edu/academicservices/documents/sectiong.pdf>**

- A. Minutes should be prepared and distributed no more than one week after a cluster meeting is held.
- B. Minutes should be prepared using the standard minutes template located at <http://www.palmbeachstate.edu/academicservices/documents/TemplateClusterMinutes.doc>. Minutes must address any identified district issues set forth by the VPAA.
- C. Any cluster recommendations should be in writing and sent to the VPAA in addition to being in the cluster minutes.
- D. Any curriculum changes (new courses, revised courses, etc.) must be initiated through the established curriculum process (<http://www.palmbeachstate.edu/curriculum-development/>).

Data/data source: <http://www.palmbeachstate.edu/academicservices/faculty-information/cluster-info-forms/>

### ITEM 3. Embedded Assessment Reminder.

**Discussion:** GNSC Chair and Associate Dean Carlos Ramos requested that each cluster include a reminder in the meeting minutes regarding the implementation of the fall term General Education Embedded Assessments.  
Cluster discussed how to better implement these embedded assessments to truly evaluate student learning; varying when the assessment is administered during the term, which courses would benefit most from these assessments, issues that may arise with adjuncts administering these assessments, etc.

**Action:** All instructors teaching general education lecture courses are required to use the embedded assessments in their courses in the fall term and report the results by the stated deadline. The results will be reviewed and compiled in the spring term.

**Data/data source:** Document 1: Please see attachment: PDF of Natural Sciences-Chemistry embedded assessment questions. This information can also be found by logging into this page:  
<https://www.palmbeachstate.edu/ire/GenEdAssessment/login.aspx?ReturnUrl=%2fire%2fgenedassessment>

Document 2: Karen Pain sent out the following email on September 28, 2015, regarding embedded assessments for General Education lecture courses:

**Dear Faculty and Adjuncts,**

Embedded assessment is once again under way as it was last fall semester, and the instrument for your course(s) should be included on the attached file (selected previously by faculty in your cluster). I am highlighting the details as briefly as possible to keep the email short while trying to cover the most critical information. Please do not hesitate to contact me if you need more information than I have provided below.

- **Who does this and why?** Currently, embedded assessment is implemented by instructors in every section of every general education course to measure each general education area. The process is being evaluated and change is being considered. Your efforts for one more iteration “as is” is truly appreciated!
- **When to Assess:** Please give the assessment as agreed upon by your cluster. Most do this near the end of the term but not all. Check with your cluster chair or colleagues who teach the same course if you are unsure.
- **Report by Dates:** Report results by December 17<sup>th</sup> unless assessment is embedded into final exam. In this case, please enter results as soon as possible, no later than January 8<sup>th</sup>.
- **Valid Scores:** Only enter valid scores as determined by your cluster (see page 2 of the attachment for your courses).
- **Link** to report results  
<https://www.palmbeachstate.edu/ire/GenEdAssessment/login.aspx?ReturnUrl=%2fire%2fgenedassessment>
- **Steps to Enter Results:**
  1. Log in using link above. Your general education sections will be listed (only your gen ed sections will show).
  2. Click on a section – the roster for that section will automatically populate.
  3. Enter results for each students in the box beside that student.
  4. Click SAVE when you are finished or if you need to exit and return.
  5. Click “YES” to mark that section complete.

6. Click SUBMIT to make results “final.”
  7. Repeat for additional sections.
- **Using the Data:** Results for all sections taught by at least two faculty members are combined for reporting and sharing at campus faculty meetings in the spring semester. Please keep your results to compare to the overall results as our office does not report data for individual sections. Some clusters are using an item analysis to compare answers on each question. If you are interested in doing this and need assistance, let me know.
  - **Changes to the Instrument:** Changes can be discussed at campus faculty meetings this spring. Please use as is to maximize comparable results. Instruments begin on page 3 of the attachment for each General Education area or set of courses. Almost all instruments are as they were last fall.

Again, don't hesitate to call or email me if you need additional information. Have a great semester!

**Karen D. Pain**

Assessment Director / Adjunct Faculty

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#### **ITEM 4. Textbook Adoptions for Fall 2016**

**Discussion:** Cluster discussed upcoming textbook adoption reviews. Some discussion was had regarding currently used textbooks and what, if any, course textbooks will be up for review in the upcoming term.

**Action:** In the first Spring 2016 term Cluster meeting we will need to evaluate the current textbook selections and determine if we will be changing those textbook adoptions for the Fall 2016 term. Faculty will review potential textbooks in the interim and will vote on new textbook adoptions in the Spring 2016 term.

**Data/data source:** Chemistry Cluster Textbook Adoptions as of Fall 2015 (Please see appendix included at end of this document).

#### **ITEM 5. Lab Credit Hour and Points System**

**Discussion:** Cluster discussed the discrepancy in the number of points that labs are worth in comparison to lectures and the need to update the points to more accurately represent the contact hours of the labs. For example, a 3 credit hour lecture that meets for 3 hours per week is worth 9 points, however, a 1 credit hour lab that meets for 3 hours per week is only worth 6.75 points.

**Action:** The Cluster requests that the college review the point values for lab courses and consider matching the points to contact hours.

#### **ITEM 6. New Chemistry Lab Safety Video Available**

**Discussion:** The Palm Beach Gardens campus created a new laboratory safety video to be used with the chemistry courses.

**Data/data source:** The link for the new chemistry laboratory safety video: <https://vimeo.com/136235773>

**Attendance:**

Emma Chow	Trineshia Sellars	Alexandra Gorgevska
John Gaul	Sapna Gupta	Nelson Daniel
Marina Rines	Cynthia Judd	Richard Shreve

**Absences:** none

**Ex Officio:** GNSC Chair and Associate Dean Carlos Ramos, PBSC, Lake Worth Campus

Submitted by:

Alexandra Gorgevska, Ph.D.

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Scribe for Chemistry Cluster – 13 October 2015

cc. Minutes Distribution List

# Chemistry Textbook Adoptions as of Fall 2015

COURSE NUMBER	COURSE TITLE	BOOK TITLE	EDITION	AUTHOR	PUBLISHER	ISBN	COMMENTS	ADOPTION INFORMATION
CHM1025	Introduction to Chemistry	Basic Chemistry (w/o Mastering Chem)	4th	Timberlake and Timberlake	Prentice Hall	978-0-321-80928-5		New Edition Fall 2013
		Basic Chemistry (WITH Mastering Chem) (Trineshia Sellars only)				978-0-321-80872-1		
		Chemistry: Introduction to General, Organic, and Biochemistry w/o online code (Cluster approved for all other instructors)	12th	Timberlake	Prentice Hall	978-0-3219-0844-5		12th Edition adopted Spring 2015
		Mastering Chemistry (LW Campus only)	12th	Timberlake	Prentice Hall	978-0-3219-3340-9		
		Study Guide (Recommended)	12th	Timberlake	Prentice Hall	978-0-3219-3346-1		
		A Visual Analogy Guide to Chemistry. (Recommended) (Nelson Daniel only)	2012	Kreiger	Morton	978-0-895-82835-4		
CHM1032	Principles of Chemistry	General, Organic, and Biological Chemistry (required) (Nelson Daniel only)	2nd (2014)	Laura D. Frost and S. Todd Deal	Pearson	978-0-321-80303-0		
CHM1032L	Principles of Chemistry Lab	Laboratory Manual for General, organic and Biochemistry		Chow and Sellars	Hayden Mcneil Publishing, 2014	978-0-7380-6911-1		
		Calculations in Chemistry (recommended)		Donald J. Dahm and Eric A. Nelson	Norton & Co.	978-0-3939-1286-9		
CHM1045	General Chemistry I	General Chemistry (w/o OWL) (required)	10th	Ebbing and Gammon	Cengage, Brooks/Cole	978-1-111-58087-2	*same book as chem 1046	Adopted Fall 2012
CHM1045L	General Chemistry I Lab	General Chemistry I Lab Manual	2nd	Chow, Gupta, Judd, and Sellars	Hayden Mcneil	978-0-7380-6155-9		New Edition Fall 2013
		Calculations in Chemistry (recommended)			Norton & Co.	978-0-3939-1286-9		
CHM1046	General Chemistry II	General Chemistry (w/o OWL) (required)	10th	Ebbing and Gammon	Cengage, Brooks/Cole	978-1-111-58087-2	*same book as chem 1045	Adopted Fall 2012
CHM1046L	General Chemistry II Lab	General Chemistry II Laboratory Manual	2nd	Chow, Daniels, Gual, Gupta, Judd, Sellars	Hayden McNeil	978-0-7380-6154-2		New Edition Fall 2013
		Organic Chemistry	2nd(2015)	Klein, D.	Wiley	978-1-118-45228-8		Adopted Fall 2014
		Organic Chemistry as a Second Language (recommended by LW Campus)	3rd	Klein, D.	Wiley	978-1-118-14434-3		
		Organic Chemistry Fundamentals (Cheatsheet) (recommended by Judd)	-	Jackson	Barcharts, Inc.	978-1-572-22554-1		
CHM2210	Organic Chemistry I	Molecular Model Kit	Kit #3	-	Darling	978-0-964-88374-1		
		Organic Chemistry I and II Laboratory Manual, (required by LW & BC)	Custom ed, 2011	Pavia, DL, et al	Cengage	978-1-133-44460-2	Gupta & Judd have PDF protocols as well.	Adopted Fall 2011
CHM2210L	Organic Chemistry I Lab	Carbon-copy Student Lab Notebook w/ Spiral Binding (required) Need both 50 page & 100 page versions	-	(any brand is actually fine)	Barbakam	50 page: 978-0-978-53440-0 . 100 page: 978-0-978-53442-4		
		Organic Chemistry	2nd(2015)	Klein, D.	Wiley	978-1-118-45228-8		
		Organic Chemistry as a Second Language (recommended by LW Campus)	3rd	Klein, D.	Wiley	978-1-118-14434-3		
CHM2211	Organic Chemistry II	Molecular Model Kit	Kit #3	-	Darling	978-0-964-88374-1		
		Organic Chemistry I and II Laboratory Manual, (required by LW & BC)	Custom ed, 2011	Pavia, DL, et al	Cengage	978-1-133-44460-2	Gupta & Judd have PDF protocols as well.	Adopted Fall 2011
CHM2211L	Organic Chemistry II Lab	Carbon-copy Student Lab Notebook w/ Spiral Binding (required) Need 50 page version	-	(any brand is actually fine)	Barbakam	50 page: 978-0-978-53440-0		