PALM BEACH STATE COLLEGE

CLUSTER MEETING MINUTES
Wednesday, October 15, 2014
1:15 pm – 3:30 pm
Lake Worth Campus

Chemistry Cluster

ITEM 1. During General Natural Science Cluster meeting from 1:15 pm – 1:50 pm, the following topics and issues were addressed:

1. Professor Pannozzo gave a presentation about her participation in the *National Land Conservation Conference* in Rhode Island, September 18-20.
2. Dr. Fairbanks requested and obtained a clarification regarding Internet and Textbook Software access for approved textbooks. Associate Dean and General Natural Science Cluster Chair Ramos talked to Dr. Fairbanks after the GNSC meeting to further clarify the question. Associate Dean Ramos will send to the Cluster Scribes and Chairs a summary of the consensus he got at the meeting.
3. Lake Worth Academic Dean Berkowitz presented a statement on academic freedom and its limits.
4. Profs. Latsy Best and Waweise Schmidt brought up concerns that they have regarding the offering of OCE 1001 as a Study Abroad course for Summer term 2015. Their concerns were discussed in detail in the Physics Cluster after the GNSC meeting. The Physics Cluster meeting minutes will reflect that discussion and will include a recommendation to be brought up to the Study Abroad Committee.

Discussion: None

Data/data source: Directive of Associate Dean and GNSC Chair Carlos Ramos, Lake Worth Campus of PBSC.

Action: It came to the Chemistry Cluster that a similar Summer Study Abroad course is being offered entitled "General Chemistry I". The Chemistry Cluster wished to learn more about the origins and the scope and sequence of this course. The Chemistry Cluster learned that the EIC Chemistry I – CHM1045 "Chemistry in England" course is to be run by cluster member Dr. Marina Ulyanova-Oberst as part of a 6-week CHM 1045 summer course that would follow all of the requirements of any other General Chemistry 1 course taught at PBSC. The cluster supports Dr. Ulyanova-Oberst as she conducts this summer abroad course for the Summer of 2015.

ITEM 2. As per the directive of GNSC Chair Carlos Ramos (Associate Dean – Lake Worth Campus) a survey of the Natural Sciences faculty was conducted to determine if students should be allowed to withdraw from either a lecture section or the laboratory section of a natural sciences course if they were performing poorly in either section. This poll applies to only those courses in which the lecture and laboratory sections are <u>intended</u> to be taken concurrently.

Discussion: The GNSC cluster faculty were provided 3 options/proposals for the handling of student "drops" of lecture or laboratory sections of natural sciences courses with a laboratory component:

Proposal 1 – Leave the policy as it is currently stated since Fall 2014 in the Academic Management Manual:
In a lecture science course where there is required co-requisite lab, students may withdraw from the lab class, but stay in the lecture class (students may also choose to withdraw from both.) Students will not be allowed to withdraw from the lecture and remain enrolled in the lab.

Note: This policy does not require students to present a case to support a request for withdrawing from the lab. Therefore, the implementation of the policy is similar to what was implemented in Fall 2010 at the Lake Worth campus.

Proposal 2 – Change the policy to allow no possibility of selective withdrawals:
In a lecture science course where there is a required co-requisite lab, students cannot withdraw from the lecture or the lab class selectively.

Proposal 3 – Change the co-requisite requirements so withdrawals are permissible.
The science labs have lecture classes as pre-requisite or co-requisite. Students can take the lab after passing the science lecture, or they can take the lab together with the lecture. If they take them together, they can withdraw from the lab if they want to, but they cannot withdraw from the lecture while staying in the lab.

Note: The students must pass both lecture and lab classes in order to take the next level of lecture and lab.

Data/data source: The result of the faculty survey using only completed votes is given in the table below:

Tallies by Complete Vote of NS Cluster of PBSC

	Proposal 1	**Proposal 2**	**Proposal 3**
First Choice	1	5	21
Second Choice	23	3	1
Third Choice	3	19	5
Total Votes	27	27	27
Total Points	52	40	70
Percentage	64%	49%	86%

Action: The GNSC cluster faculty recommends that Proposal 3 be considered by the Deans Council.

ITEM 3. Develop a standard Chemistry Cluster policy for consequences of academic dishonesty.

Discussion: Cluster Chair Dr. Gaul opened up the floor for discussion and debate of the definition of "academic dishonesty" and the wording that could or should be used to outline the consequences of academic dishonesty within purview of the Chemistry Cluster at PBSC.

Data/data source: After significant debate on the level of specific wording routinely used to outline the consequences of academic dishonesty, Professor Judd suggested that the Cluster adopt a modified version the Academic Dishonesty Policy that she has used for most of her tenure at PBSC:

Any act of academic dishonesty or cheating, either active or passive, will result in a grade of "F" for the course. If the act of cheating occurred after the deadline to withdraw then the grade of "F" will be issued for the course. If the act of cheating occurs before the "drop/add deadline" then the student will be asked to immediately withdraw from the course. The faculty member reserves the right to bring the issue before the Associate Dean at his or her discretion.

Action: The Chemistry Cluster discussed and unanimously approved the preceding wording for a Cluster wide policy for the consequences of academic dishonesty in all chemistry classes at PBSC.

ITEM 4. Complete development of a process for creating General Education Learning Outcomes Assessments.

Discussion: The Cluster discussed a modification to the proposed "straw man" process for the development and selection of the General Education Assessment questions for CHM 1025, CHM1032, CHM1045, and CHM1046.

Data/data source: The Chemistry Cluster modified the working/draft procedure for the selection of assessments for the General Education Learning Outcomes for the four (4) general education chemistry courses.

Action: The Cluster unanimously approved the following procedure for the selection of assessments for the General Education Learning Outcomes for the four (4) general education chemistry courses:

Adopted Procedure:

Requirement: The individual Chemistry Cluster assessments will consist of 3 easy and 2 moderate difficulty multiple choice questions.

1. All members must submit the appropriate number of questions of each difficulty level.
2. For any given course the assessment questions MAY be taken from a test data bank.
3. Members will submit one (1) moderate question and two (2) easy questions.
4. Each member will then select a set of five questions for the learning outcome by the Thanksgiving break 2014.
5. The cluster will then vote on selecting the best set of five questions for the cluster.
6. Based on the final selection, each assessment question may be modified to improve clarity and eliminate confusion if such exists. Selected individuals will perform this function based on concern but will be subject to final approval by the cluster.

ITEM 5. Complete and rationalize the course topics as Learning Outcomes for CHM 1025, CHM 1032, CHM 1045 and CHM 1046

Discussion: The Cluster discussed a review of the most currently approved General Education Learning Outcomes for each general education course: CHM 1025, CHM1032, CHM1045, and CHM1046. It was proposed that the Cluster should devise a method of identifying and selecting those Learning Outcomes that are agreed upon to be most relevant and to combine or rewrite the Learning Outcomes as needed to improve clarity and utility. It was also proposed that the selection and modification of Learning Outcomes be completed by the end of October 2014.

Data/data source: The Chemistry Cluster's current (i.e. most recent) list of General Education Learning Outcomes for the four (4) general education chemistry courses.

Action: The Cluster unanimously approved the following procedure for the selection of General Education Learning Outcomes for the four (4) general education chemistry courses:

1. All Cluster members submit a list of those topic for each general education chemistry course that they believe to be "most essential" for the teaching of the respective course.
2. This list of "most essential" learning outcomes will be reviewed for consistency and those learning outcomes most frequently selected will be pooled to become the approved list of General Education Learning Outcomes for Chemistry.

ITEM 6. Discussion on Organic Lab Courses 2210L and 2211L.

Discussion: The Cluster discussed a review and standardization of the Organic Chemistry laboratory experiments and format. Cluster members Gupta and Judd, as senior Organic Chemistry instructors, presented their scope and sequence of organic chemistry labs for each semester course. Professor Chow reviewed the scope and sequence of the two (2) sets of labs and commented that they are substantially identical except for those laboratory experiments that require equipment that is not available on individual campuses – this observation was agreed upon by the Cluster including Dr. Shreve who teaches organic chemistry at the Boca Raton campus.

Data/data source: The Chemistry Cluster's current laboratory manual and handouts used in the Organic Chemistry 2210L and 2211L courses.

Action: The Cluster unanimously voted to pool all organic chemistry synthesis and techniques laboratory experiments and develop a common list of those labs and techniques that utilize the basic equipment common to all campuses. If necessary, handouts will be used in all College organic chemistry laboratory sections to establish those labs which meet the major learning objectives for the Organic Chemistry 2210L and 2211L lab courses.

Attendance:

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

Absences: No Absences - All Chemistry Cluster Members Attended

Ex Officio: Associate Dean Carlos Ramos, PBSC, Lake Worth Campus

Submitted by:

Nelson W. Daniel, Jr.

Scribe for Chemistry Cluster – 15 October 2014
cc. Minutes Distribution List