

CLUSTER MEETING MINUTES
Monday, January 5, 2015
9:10 am – 11:30 am
Lake Worth Campus

Chemistry Cluster

ITEM 1. During General Natural Science Cluster meeting from 9:00 am – 9:10 am, the following topics and issues were addressed:

1. GNSC Chair Carlos Ramos (Associate Dean – Lake Worth Campus) updated the cluster concerning the status of two items that were discussed in the October 15, 2014, General Natural Science Cluster meeting:
 - a. The Study Abroad Oceanography course, OCE 1001 that was discussed at the last GNSC meeting held on October 15, 2014 is not being offered this Spring 2015 term. The OCE 1001 Study Abroad course was converted to a regular class because unfortunately we did not have any students enrolled in December. (The conversion to a regular class was made on December 8, 2014.) Assoc. Dean Ramos informed the group he contacted Kathy Gamble about the concerns regarding the offering of OCE 1001 as a Study Abroad course. Dr. Pedersen will bring the issue to the attention of the Study Abroad Committee.
 - b. The status of the proposed changes to the science lecture and laboratory co-requisites regarding withdrawals. The proposal listed below was approved by the GNSC and Dr. Berkowitz will be presenting it at the next meeting of the Deans Council for approval.

Details from October 15, 2014 GNSC meeting minutes:

“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 intended to be taken concurrently.”

‘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.

Discussion: None

Data/data source: Directive of Associate Dean and GNSC Chair Carlos Ramos, Lake Worth Campus of PBSC. GNSC/Chemistry Cluster Meeting Minutes, October 15, 2014.

ITEM 2. It has come to our attention that the Department of Chemistry at FAU is actively discouraging students from taking Organic Chemistry from PBSC.

Discussion: Professor Shreve brought it to the cluster's attention that students have reported issues with transferring chemistry credit courses from PBSC to FAU. Cluster discussed the issue that was raised about organic chemistry courses not transferring to FAU. Dr. Nelson cited Academic Deans Council meeting minutes (October 2, 2012) stating the following:

*“Microbiology Transfer Issue/Organic Chemistry:
Dean Rogers mentioned the issue with students who transfer the MCB 2010 Microbiology course to FAU or other colleges and the fact that it does not count as satisfying microbiology at FAU. Dr. Pedersen explained that at FAU the microbiology course is an upper-division majors course, while the PBSC course is aimed at nurses per the state course numbering system. Dr. Pedersen will research the course numbers at the state and recommend that a change be made to the course title to better reflect the course audience.*

Dr. Foster mentioned also that students are having difficulty taking organic chemistry at the College because of how FAU is now distributing the credits in these courses, and using a different number. Dr. Pedersen will look at the transfer guidelines to see which course numbers are appropriate for transfer.

Dr. Pedersen will research the MCB and CHM course at the state course numbering system and at the Curriculum Frameworks site.”

Prof. Chow also mentioned that in the past math courses were also not being accepted by FAU, she suggested Dean Carlos Ramos might have further insight into the historic issues with this matter. Prof. Shreve suggested that the Articulation Agreements need to be reviewed and updated.

Data/data source: Academic Deans Council meeting minutes (October 2, 2012)

Action: Cluster suggested having Kathy Gamble and Ginger Pedersen check into FAU Articulation agreement to ensure they are updated and properly followed. (The Office of Articulation-Florida Dept. of Education.)

ITEM 3. Decision-Making Process (& Discussion) in the Chemistry Cluster.

Discussion: Prof. Gaul suggested that moving forward we do the majority of decision-making process during the Chemistry cluster meetings as opposed to leaving it to email discussions. Cluster was in agreement.

Action: Going forward the Chemistry Cluster will handle the majority of decision-making during the cluster meetings.

ITEM 4. General Education Assessments.

Discussion: Profs. Gaul and Chow stated that for the General Education assessments, we will all continue to update and deliver assessments for one learning outcome for each of the 4 general education courses. The additional purpose of this is that it is to encourage discussion regarding ensuring we each create a set of assessments for every learning outcome, but not all of those will be required to be reported; only the results of the one chosen assessment. The Cluster held a discussion regarding the quality of questions used, assessment delivery method review of current questions, and the intended purpose of the assessments to ensure we continue to improve our instruction.

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: 1. For the next cluster meeting it was suggested that we review, update and polish the question sets we created for each of the four (4) general education chemistry courses. Moving forward the Cluster will also take this general education assessment process and use it to foster a dialogue to improve our teaching for all course-learning outcomes.

2. Cluster has agreed to have the following Professors review the current General Education Assessment questions for the following courses prior to the next Chemistry Cluster meeting to be held on March 26, 2015, and come to the meeting with suggestions for improvement:

Course	Faculty Reviewers
CHM 1025	Nelson Daniel, Cynthia Judd
CHM 1032	Emma Chow, Cynthia Judd, Richard Shreve
CHM 1045	Sapna Gupta, Trineshia Sellars
CHM 1046	John Gaul, Richard Shreve, Marina Ulyanova-Oberst

3. Discussion was held regarding delivery method for the general education assessments. The Cluster agreed to deliver the questions to the students as either extra credit or as a required portion of an exam.

ITEM 5. Discussion on Textbook Selection for Organic Lab Courses 2210L and 2211L.

Discussion: The Cluster had a follow-up discussion regarding textbook selections. As per the Board of Trustees Policies regarding textbook selection:

“Textbook Selection Policy 2.11

1. Each faculty cluster will develop and maintain a textbook selection process, which may include the option by a full-time faculty member to select no textbook.

Textbook selection guidelines will include the following items:

2. Texts will be adopted for a minimum of three (3) academic years.

a. All adoptions of texts (old, new or new edition) become effective in fall term of each

academic year or in a different term with permission of the Vice President of Academic Affairs.

- 3. Each cluster will select the textbook that adjuncts will use for each course college wide.*
- 4. For those sequential courses in which the same textbook is used for more than one term, one textbook will be selected for use college wide.*
- 5. Faculty that are reassigned classes (i.e. cancellation, overloads) will use the textbook selected by the cluster for that course.”*

A suggestion was made to choose a reference manual for laboratory techniques, but to forgo having a required textbook for lab protocols, allowing for the use of handouts due to variation in instrumentation availability from campus-to-campus, which impacts the types of laboratory experiments that each campus can carry-out. Palm Beach Gardens campus has 2 IRs, 1 GC and 1 GC/MS instrument. Lake Worth campus has 1 IR. Boca Raton does not have a functioning IR or GC.

Nelson Daniel provided a demonstration of his lab course webpage and the Blackboard GradeBook capabilities as an option for a starting point for online handout delivery for the Organic Chemistry lab courses.

Data/data source: Board of Trustees Policies 2.11 Textbook Selection Process. The Chemistry Cluster’s current laboratory manual and handouts used in the Organic Chemistry 2210L and 2211L courses.

- Action:
1. Cluster agreed to have the Organic Chemistry lab instructors review potential reference lab books for Fall 2015 textbook adoption. The Cluster dialogue suggested an adopted techniques manual and Instructor-provided handouts for protocols (via PDF, print-outs or web-component).
 2. The Cluster has reached a consensus to attempt to create a web-component master template course for the Organic Chemistry laboratory course. Sapna Gupta will contact the eLearning Specialist at Lake Worth campus to start the creation of a Master Course Template for the Organic Chemistry laboratory courses, CHM 2210L & CHM 2211L, that faculty can contribute to. This template would then be available for copy for each Organic Laboratory Instructor to personalize based on lab equipment availability per campus.
 3. Marina Ulyanova-Oberst informed the Cluster that she in the process of working with campus administration to order new lab instruments, GC or GC/MS, etc., and find appropriately sized laboratory spaces at the Boca Raton campus to accommodate their lab needs. Boca Raton campus is in the process of hiring a new Laboratory Specialist, who is anticipated to assist with these needs.

ITEM 6. Demonstration of Web-Component of CHM 1045L

Discussion: Alexandra Gorgevska provided a demonstration of her Blackboard Web-Component course for Chemistry 1045 laboratory. Discussion was held on the possible application of web-component or GradeBook for the use of chemistry lab courses.

Data/data source: Alexandra Gorgevska’s PBSC Blackboard web-component course shell for CHM 1045L.

Action: Cluster has determined to consider exploring online template options. Sapna Gupta will follow-up with eLearning and report back to Cluster at the next scheduled meeting on March 26, 2015.

Attendance:

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

Absences: Trineshia Sellars.

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

Submitted by:

Alexandra Gorgevska, Ph.D.

Scribe for Chemistry Cluster – 05 January 2015
cc. Minutes Distribution List