

# Minutes—October 17, 2014

## Chemistry Department, Ventura College

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PRESENT: Malia Rose, Joy Kobayashi, Michelle Hagerman, Joe Selzler, Bob Flesher, Adeline de Haan

TOPIC	DISCUSSION	ACTION
<b>Locker Check-In and First Day Lab Drops</b>	Students that are late to the first class meeting are considered to be “in attendance”. However, since all lab courses should involve a safety lecture that is mandatory for students that is typically given during the first class meeting, it was determined that the policy going forward for the department was that any student who did not attend this safety lecture cannot be enrolled in the class, unless alternative accommodations are made beforehand.	Add the new policy to the course catalog, to the notes visible on the online schedule of classes, and have each lab instructor e-mail their class list at least one (1) week before the term begins to warn that tardy students will be dropped from labs.
<b>Department Website</b>	Due to new regulations, all department CSLOs must be listed on the department website as well as on the CORs and in TracDat, and kept up to date on all systems. It was also added that a website for general department information may be helpful.	Michelle Hagerman offered to design a department website.
<b>ISLO-3</b>	Chem12A, Chem21, and Chem30 are assessing ISLO-3 this year.	Lead faculty in each course will continue the assessment process.
<b>MQs on CORs</b>	The MQs must be up to date on each COR for the department’s offerings.	The CORs will be updated to reflect the contract language on MQs for chemistry.
<b>Chem30</b>	Nursing pre-reqs are constantly changing. Counseling has asked the department to consider offering Chem30 in the summer.	Will speak with counselors to have short presentations in Chem30 lecture sections. Will continue to watch enrollment demand in Chem30 sections.

<p><b>“No Credit by Examination”</b></p>	<p>All labs in the chemistry department are listed as “no credit by examination”. Lectures are however available for students to test for credit.</p>	<p>Labs will remain on the exclusion list due to the activity and hands-on nature of the material. Students petitioning for credit by examination for lectures will be asked to successfully pass the most recent final exam for the course to receive credit by examination.</p>
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