

Minutes—February 6, 2015

Chemistry Department, Ventura College

PRESENT: Malia Rose, Joy Kobayashi, Michelle Hagerman, Joe Selzler, Kristin Clark, Erin Brocker

TOPIC	DISCUSSION	ACTION
SLOs	ISLO-3 Chem30 assessment was missing for Fall 2014. For Spring 2015, ISLO-3 will be assessed for Chem1A, Chem1B, Chem12B, and Chem20. CSLO-1 will be assessed for Chem21L and 30L.	Joe Selzler has the information for Chem30 SLO. Malia Rose will lead Chem1A, Joy Kobayashi will lead Chem1B, and Michelle Hagerman will lead Chem12B. Kristin Clark will lead 21L, and Joe will lead 30L.
Xanedu Manuals	The Chem1AL and Chem1BL manuals are currently being published by Xanedu. Some of the pages contain handwritten information or diagrams that aren't always included in the electronic copies or the print outs provided to students.	Joy Kobayashi will continue to deliver the hard copy to Canon for production for Chem1AL. A notebook will be kept in the lab prep area for instructors to leave any comments about changes or edits to the lab manuals as they teach the courses.
Lab Tech Position	Pending Lynda Smith's retirement, ILT-III position will be open and needs a hiring committee for late spring.	Kristin Clark and Malia Rose agreed to serve on the hiring committee.
TMC/AS-T in Chemistry	The TMC for chemistry was approved February 1. This requires the department to have a degree in chemistry approved locally no later than 18 months past this date.	Malia Rose will begin work on developing a degree.
Department Website	Michelle Hagerman has been working on designing the department's website.	Faculty will send in pictures of themselves to be included as small biographies for the website.
Program Review	The program review document needs to be reviewed and finalized before being sent forward.	The department approved the program review document.

COR Updates	Monday labs will need to ensure they meet minimum hours despite the holidays in the semester by adding out of class assignments to the CORs. The CORs must match their C-ID descriptors.	When CORs for one unit labs are updated, additional out of class assignments will be included. Malia Rose will review and update any CORs to match C-IDs.
Fall Schedule	The fall schedule is currently in production.	Faculty should e-mail Malia Rose with any availability or class preference concerns for fall.
Chem20L Computers	IT wants to update the computers in the Chem20L room.	Faculty that teach Chem20L/30L that use the computers with their students should compile a list of software they wish to keep and send it to Malia Rose.