Minutes—April 17, 2015

Chemistry Department, Ventura College

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

TOPIC	DISCUSSION	ACTION
SLOs	ISLO-3 for Chem1A, Chem1B, Chem12A, and Chem20 are up to be assessed this semester. CSLO-1 in both Chem21L and Chem30L are also to be assessed.	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.
Retirement	Lynda Smith will be retiring at the end of spring semester.	Surprise!
Substitutes	Per school policy, the first absence by a faculty will not be covered for a substitute. The second will require previous approval by the dean before a substitute will be approved. Faculty missing days should inform the Science and Math Division office as soon as possible	
Ventura Art Walk	The department has been asked to host a demonstration table during the Ventura Art Walk in summer.	Faculty that live in the area and are available during summer will work on this.
Trust Fund	A trust fund for the chemistry department has been established at the foundation by the generosity of faculty donations.	
Academic Dishonesty	The department will establish a set list of policies for exam taking to discourage cheating.	These will be developed and distributed at a later date.