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**ACC Biotechnology Department Meeting  
February 6th, 2015   
EVC, 9109, 3:00pm – 4:00pm**

**Minutes**

**Attending: Linnea Fletcher, Jack O’Grady, Evelyn Goss, Poornima Roa, Steven Spurlock, Jennifer Lazare, Joseph Oleniczak, Sandy Porter, Phillip Order, Jeremy Garza, Sulatha Dwarakanath, Tiffany Smith, Amruta Garud, Angela Wheeler, Timothy Meehan**

**Introductions**

1. **Department Update and Concerns (Linnea and Jack)**
2. Portfolios are due, following Biology guidelines for BIOL 1414 and BIOL 1415, Biotechnology guidelines for all other courses. E-mail David Sanchez to be on portfolio grading committee. Jack O’Grady spoke to advising about new degree plans, stackable creditials, BIOL 1414 open enrollment.

**2) Laboratory Update and Concerns (Evelyn and Jeremy)**

**a. Decide what to do with old Waters HPLC at EVC (urgent)**

1. Department will contact TLCC to see about loaning equipment

**b. Budget update/questions**

1. $16,500 left, possibility of lowering budget for BITC 2486 because of low enrollment

**c. My plan for implementing 5S organization at Round Rock lab**

1. Curriculum added to BIOL 1415 and BITC 1340. Department will keep Quartzy. Linnea will provide Life Technologies contact to Evelyn and Jeremy.

**d. Jeremy has a list of items from EVC he wants to get rid of that he wants to get approved.**

1. Jeremy will research specification on items, a separate meeting will be scheduled to discuss this line item.

1. **Grant Update and Concerns (Su, Jack, Linnea)**
2. Wagner-Peyser grant is funded, Jack O”Grady will be PI
3. **High School Update and Concerns(Joseph and Jennifer)**
4. Next step is developing training and promote schools to offer Introduction to Biotechnology II. High School Pathway is Career in Biotech, Intro I, Intro II, and internship or research course. Summer Workshop will be scheduled July 20th to 24th
5. **Additional Comments**
6. ASM meeting will be in May