

Meeting Place: HLC 2405
Meeting Time: 10:00 am, February 2, 2018
Participants: Jim Heath, Lala Guerra, Joe Brinkley, Chris Cavalli, John Underwood, Jeff Bechtold, Saad Eways, Gabe Arellano, James Friedrichsen, Mostafa Pirnia, Chris Haluska, Shana Shaw

- 1.) **Approval of Agenda:** Agenda approved
- 2.) **Approval of Minutes:** February minutes approved

3.) Information item:

- a.) **Engineering Week 2018 recap** – Engineering week went rather well but more marketing is needed in advance to announce event. Thirty students showed up to “So you want to be an Engineer” Some of the students that attended were from the Engineering academy and some were home schooled students. Everyone shared their suggestions on how to improve spreading the word about Engineering to students.
- b.) **Update on Engineering degrees** – Jim Heath informed everyone that paperwork for the cross listing of our Graphic Engineering degree and other Engineering degrees have been turned in to Curriculums and Programs. Curriculum and Programs will have a meeting on March 23, 2018. Only Civil and Mechanical Engineering degrees will be offered. Everyone shared their questions, and concerns.
- c.) **Update on Faculty Advising** – Faculty were informed that once students complete 30 hours and declare a major, they will be advised by faculty. Faculty that agree to advise students will be paid 1 LEH for every 50 students. Jim Heath asked that faculty receive 5.25 LEH increment to advise. Faculty also will have to be familiar with transfer institutions. Training sessions will also be offered to faculty.
- d.) **Update on John Cise** – John Cise is doing good and is now at home recovering and being well taken care of.
- e.) **Physics 1401 Research Project** - Tabled
- f.) **MathType support from IRT** – ACC does not own a site license for MathType and is not planning on purchasing in it due to cost and to a limited number requests for the program. Everyone shared their suggestions
- g.) **Jove Physics and Engineering Videos** – Saad Eways informed faculty that a company called JOVE contacted him about Physics and Engineering videos for our classes. There was a discussion about cost and if the videos would be useful for our classes. It was decided that Paul William would be asked to schedule a professional development meeting so the videos could be viewed by faculty.
- h.) **Update on Lab Tech position at CYP** – The job posting for our lab tech position at CYP was reposted. Deadline to apply for the position is today, March 2, 2018

4.) Safety Officer Report – Continue turning in Students Safety contracts. Remember to go into <http://www.austincc.edu/emergency-notifications> if you are still not receiving texts of emergency notification on your cell phone. ACC has recently updated their emergency alert notification system. When moving to the new system, some people lost their sign up for emergency notification

5.) Website and Technology Update – Everyone was informed that June Mullin has updated evaluation information on our department website.

6.) Committee Chair Reports

- a.) **Assessment** – Program assessments will be done for the 2018 spring semester. Engineering will do assessments for ENGR 1201 and ENGR 2301. Saad Eways mentioned that because ENGR

2301 is not in a degree plan, then it does not have to be assessed. Physics will do the communication assessment for PHYS 2425 and 2426 on a written lab report.

- b.) **Budget** – James Friedrichsen asked that hourly spending be entered in the budget spreadsheet. This will help James determine at the end of the spring semester how much money we have left to spend.
- c.) **Curriculum** – Joe Brinkley apologized for not sending out labs because he was ill. He will send something out soon. Labapaloosa went rather well and was very helpful. Joe suggested having another Labapaloosa in the next couple of months. Required topics for PHYS 1402 have been updated and will be posted in our department website. Joe will continue to work on other required topics for our other Physics courses. A curriculum meeting will be scheduled on April 6, 2018 at 9:00am in room 2405 at HLC.
- d.) **Evaluations** – The Evaluation Committee has had their meeting for the adjunct faculty evaluations. The FIF's for fulltime faculty are due Monday, March 5, 2018. The committee will meet March 23, 2018 for the fulltime faculty evaluations. The committee will also have a full summary of the evaluations during our April department meeting. An Adjunct Faculty of the year may also be selected from the evaluations.
- e.) **Engineering Steering** – The Engineering program review is almost complete. Saad Eways would like some feedback from the Engineering faculty about their Engineering courses to include in the program review. Saad has also been communicating with June Mullin about requesting computers and software for the RGC once it opens back up.
- f.) **Long Range Planning** – Regina McGough from the ACC Education Institute would like our department to offer Conceptual Physics classes for their students at the SAC. If a lab can be located at the campus for our Conceptual Physics course, there is a possibility of offering classes at SAC. Regina McGough will see if the ACC Education Institute can find the money to retrofit a lab if needed. Everyone will be kept up to date on this matter
- g.) **Professional Development** –Tabled
- h.) **Scheduling** – The summer 2018 schedule is in the process of being adjusted. Jim Heath has communicated with Diane Olla about altering class times for the summer schedule. There was a discussion about ensuring that classes have enough time in between them.

7.) Discussion Items

- a.) **New Engineering Physics Textbook** - Faculty looked over different Engineering Physics Textbooks

8.) Action Items

- a.) **Vote on New Engineering Physics Textbook** – Everyone agreed to adopt “Physics for Scientist and Engineers textbook” by Serway, 10th edition starting fall 2018.

9.) New Business