

Meeting Place: HLC 2405

Meeting Time: 10:00 am, April 6, 2018

Participants: Jim Heath, Lala Guerra, Joe Brinkley, Chris Cavalli, John Underwood, Jeff Bechtold, Saad Eways, Gabe Arellano, James Friedrichsen, Paul Williams, Mostafa Pirnia, Chris Haluska, June Mullin, Karl Trappe, Richard Mauldin.

1.) Approval of Agenda: Agenda approved

2.) Approval of Minutes: March minutes approved

3.) Information item:

- a.) **Update on Engineering degrees** – Everyone was informed that we now have 2 new Engineering degrees. One is Civil Engineering and the other is Mechanical Engineering. There is also a possibility of 2 more degrees in the future. Which are Chemical Engineering and Electrical Engineering. The Pre-Engineering Academy has also been approved for students that have not taken College Algebra or Pre-Calculus. Students will sign on as Engineering Technology majors. Once The students complete the Academy, they will receive a level 2 certificate in Engineering Technology. Everyone shared their questions.
- b.) **Update on John Cise** – John Cise is doing well. Would like visitors.
- c.) **NASA Community College Aerospace Scholars** – Chris Cavalli informed faculty about the NASA Community College Aerospace Scholars. She asked that faculty share it with their students. Deadline to apply is June 4, 2018. For information go to <https://nas.okstate.edu/ncas/>
- d.) **Capital Equipment** – Richard Mauldin went over notes of things that go wrong with equipment and also what can be done to prevent equipment to go wrong.
- e.) **Engineering Program Review** – Saad Eways shared the areas that need improvement on the Engineering Program Review. The areas of improvement are coordination with UT and with the Industry. Saad also shared things that will help improve this areas. New Engineering degrees, new Engineering courses, the Texas A&M Engineering Academy, and the Pre-Engineering Academy.
- f.) **Cyclotron** – There will be 2 Cyclotron Tours at Texas A&M, College Station on Sunday, April 8, 2018. One at 2:30pm and the other at 4:00pm. If you would like to go, please send an email to Joe Brinkley and he will send you information.
- g.) **Texas A&M, College Station Physics and Engineering Festival** – There will be a Physics and Engineering Festival at Texas A&M, College Station on April 6-7, 2018
- h.) **Lab Tech Position at CYP update** – Five applicants were interviewed for the Lab Tech position for CYP. A candidate has been chosen and name has been submitted to HR.

4.) Safety Officer Report – Only one person has not turned in Students Safety contracts. CYP had an emergency evacuation. Some employees did not receive a text or notification. Pleased remember to go into <http://www.austincc.edu/emergency-notifications> if you are still not receiving texts of emergency notification on your cell phone.

5.) Website and Technology Update – June Mullin is working on making some changes to the department website.

6.) Committee Chair Reports

- a.) **Assessment** – In the spring semesters only program assessments are done. Engineering will do assessments for ENGR 1201 and ENGR 2301. Physics will do the communication assessment for PHYS 2425 and 2426 on a written lab report. Therefore these are the only assessments that will be done during the spring 2018 semester.

- b.) **Budget** – A new estimate for hourly spending will be requested at the end of the spring semester. Money will be reserve to pay hourly employees till the end of the budget year. Any extra money left over will be divided between the campuses that are in need of money, assuming that the lab techs can spend it prior to the end of the fiscal year.
- c.) **Curriculum** – The Curriculum Committee meeting scheduled April 6, 2018 was tabled. Joe Brinkley will reschedule a meeting once the ACGM comes out with new topics. Joe would like to discuss the required topics list to determine if we can drop some of them and still stay in compliance with the ACGM. There was some dissent as to whether such a meeting would be fruitful, but it was agreed that it was necessary to have this discussion periodically, so the meeting will be scheduled as soon as the new ACGM is released.
- d.) **Evaluations** – The Evaluation Committee went over the summary of the evaluations for the syllabi, exams, labs, statements and course commentary. Chris Cavalli stated that some faculty were not completing their PD, safety training, assessments and FIF's. She reminded everyone that FIF's must be done for all semesters, even if you only turn in one yearly FIF. There was a discussion about student evaluations and requirements for portfolios.
- e.) **Engineering Steering** – A suggestion was brought up about teaching Statics as a Distance Learning course. There was a short discussion about the item. Saad will gather information on this item for our May department meeting.
- f.) **Long Range Planning** – John Underwood has met with Regina McGough from the ACC Education Institute. Ms. McGough informed him that the Institute has not received any funding for a Physics lab at SAC.
- g.) **Professional Development** – There will possibly be a professional development half day after the May department meeting on May 4, 2018. The AAPT meeting will be in July at Washington DC.
- h.) **Scheduling** – Changes to the summer 2018 schedule have been submitted. Saad Eways requested that one of the ENGR 2301 sections be moved to another campus and that one ENGR 1201 course be change from meeting twice a week to meeting one day a week during the fall 2018 semester. Everyone was asked to check times on their summer 2018 classes.

7.) Discussion Items

8.) Action Items

9.) New Business