

**Meeting Place:** HLC 2405

**Meeting Time:** 10:00 am, May 4, 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, Shana Shaw, Leo Loc, Julienne LeMond, John Albers, June Mullin, Patty Hughes, Richard Mauldin

1. **Approval of Agenda:** Agenda approved
2. **Approval of Minutes:** April minutes approved
3. **Information item:**
  - a. **First Day Access** – Daniel Grundei from Pearson Publishing Company came by to go over the First Day Access program. The First Day Access is a homework system and integrated e-book. Students will be able to register in certain classes that offer First Day Access. If students are not happy with it, they are able to opt out and receive a refund. A trial will be offered for PHYS 1401 in Fall 2018. Jim Heath, Chris Cavalli, John Underwood and James Friedrichsen will be using the First Day in their classes.
  - b. **New Lab Tech** – Patty Hughes, new Lab Tech for CYP was introduced to everyone.
  - c. **Adjunct of the Year Award** – Leo Loc received the Adjunct Faculty of the Year award.
  - d. **Rio Grande, Campus of the Future** – There will be a meeting on updates on the Physics lab for the RGC campus today at 2:00pm in room 2204. Anyone who is interested can attend.
  - e. **Cyclotron** – Another Cyclotron tour will be set up on July 1, 2018. The tour will start at 2:30pm. If you are interested in going on the tour, let Joe Brinkley know. Rules have changed so a list of individuals attending will need to be collected ahead of time.
4. **Safety Officer Report** – All safety contracts have been submitted. Safety training for new faculty will be scheduled June 2 on our Professional Development day.
5. **Website and Technology Update** – June Mullin informed everyone that ACC has revised their website. Therefore, June has updated links that in our Master Syllabi. Faculty were asked to go into their syllabi and update links too. If Cyber Security was taken last year, the training will be due again in August/September. There was also a discussion about using iPads.
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. Physics will do the communication assessment for PHYS 2425 and 2426 on a written lab report. At the end of the semester, assessments should be sent to June Mullin.
  - b. **Budget** – James Friedrichsen will send out an email to Lab Coordinators and Lab Techs requesting new estimates for hourly needs. Once the hourly estimates are in, money will be spent on other needs.
  - c. **Curriculum** – The new ACGM has come out and has reinstated the “Solving Problems of 1<sup>st</sup> and 2<sup>nd</sup> law of thermodynamics” topic that was removed in 2017 version.
  - d. **Evaluations** – All evaluations are now complete. Faculty were asked to look at their checklist located in google folder. The checklist is very helpful and it informs faculty what they have completed and what they haven’t for their evaluations. Everyone was reminded that 2018 portfolios are due at the end of fall 2018 semester. Evaluation meetings will be February 2019

for adjunct faculty and March 2019 for fulltime faculty. FIFs can be done and turned in every semester after they receive their student evaluations from the previous semester.

- e. **Engineering Steering** – Saad Eways informed everyone that he did not have a chance to look into the offering of a distance learning class for ENGR 1201. He will try to look into it again after he talks to the professors who teach the class.
- f. **Long Range Planning** – Allen Underwood requested that the Balloon Project be made a yearly or an every semester event and be included in the budget to be funded, which he estimated at \$750-\$1000/year. Jim Heath and James Friedrichsen will work on including it in the budget. Everyone was informed that the balloon will be launched sometime in the summer. Allen also suggested that *we as a department* should submit a formal request for increased storage space at RVS campus, since there is no prep space, and virtually no storage space for the department there outside the lab room itself. He was asked to write up a proposal.
- g. **Professional Development** – Paul Williams announced that he was going to shoot for June 2, 2018 for our Professional Development Day. The AAPT meeting will be at the end of July in Washington DC. There will also be a Digital Fellow Faculty Institute sponsored by ACC June 18-22, 2018 at the SAC campus.
- h. **Scheduling** – Everyone was asked to check the summer and fall 2018 schedules. Let James Friedrichsen know if there are any issues.

#### 7. **Discussion Items**

- a. **Engineering Academy** - There was a discussion of updates for the Texas A&M Engineering Academy and also the requirements.

#### 8. **Action Items**

#### 9. **New Business**