

**Meeting Place:** HLC 2405

**Meeting Time:** 10:00 am, March 1, 2019

**Participants:** Jim Heath, Lala Guerra, Chris Cavalli, John Cise, Saad Eways, Gabe Arellano, James Friedrichsen, Paul Williams, Joe Brinkley, David Halliday, Mostafa Pirnia, Chris Haluska, June Mullin, Karle Trappe.

**1.) Approval of Agenda:** the agenda was approved

**2.) Approval of Minutes:** February minute were approved.

**3.) Information item:**

- a.) **Introduction to New Assistant Deans** – Our new Assistant Deans, Thomas Samuel, Biology and Arif Karim, Chemistry came to our department meeting and introduced themselves and explain what their responsibilities were going to be. Thomas will handle Distance Learning issues, and Arif will handle Assessment issues.
- b.) **Update on Fulltime Position** – Eight candidates have been chosen for interviews for the Astronomy fulltime position. Interviews will start today, March 1, 2019 and continue next weekend. Once the interviews are completed, the top 3 candidate names will be sent to HR.
- c.) **Update on Construction Projects** – Jim Heath went over construction projects at the RGC. The old court yard will be enclosed and turn it into a student lounge. An accelerator bigger then HLC will also be built at the RGC. There will be a social staircase like HLC. There were questions asked.
- d.) **NASA Community College Aerospace Scholars** – Chris Cavalli shared information of the NASA Community College Aerospace Scholars with everyone. Chris asked that faculty share this information with their students.

**4.) Safety Officer Report** – Keep sending safety contracts to Chris Cavalli.

**5.) Website and Technology Update** – Everyone was informed that laptops will be replaced at HLC and CYP campuses.

**6.) Committee Chair Reports**

- a.) **Assessment** – Only the program assessment will be done in the spring 2019 semester. This means that Astronomy will NOT have to do an assessment for their courses. Engineering will do their standard program assessment for ENGR 1201 and 2301. The Physics program assessment is for PHYS 2425 and 2426 only, and we will repeat our assessment on communication and critical thinking.
- b.) **Budget** – Keep entering values into the budget sheet. Keep spending the money, so towards the end of the semester we can figure out if we have addition money that we need to spend and spend it down like last year.
- c.) **Curriculum** – Joe Brinkley passed out the learning outcomes from the ACGM. There were concerns about the ACGM learning outcomes. Joe will look them over and asked if everyone would also look over them and send him an email if anything is out of place. There will be curriculum committee meeting on March 29, 2019 at 2:00 at HLC to discuss the updates of the required topics and confirm topics. There was a discussion about developing a PHYS 2389 class. Because PHYS 2389 is not in a degree plan, students would probably not take the class.
- d.) **Evaluations** – Some of the Evaluation Committee members went over some items to be addressed after the review of portfolios for adjunct faculty. Everyone one shared their comments, concerns and suggestions.
- e.) **Engineering Steering** – There was a discussion about setting up our new Chemical Engineering course in the fall 2019 schedule. Everyone was informed that a new engineering adjunct faculty

has been hired to teach ENGR 2301 in the summer 2019 semester. His name is Mohammed Morovat. Chris Cavalli brought up the fact that ENGR 1304 did not have a master syllabus and that the instructor assigned to that course will need to be evaluated by our department. Our ENGR 2405 Electric Circuits course did not make for the spring 2019 semester. Until UT makes it equivalent to their ECE 411 course, we will have difficulty finding students to register. Everyone shared their suggestions on how to improve registration for ENGR 2405.

- f.) **Long Range Planning – Tabled**
- g.) **Professional Development** – Paul Williams reminded everyone to complete their required professional developmental hours. The TSAAPT meeting will be next week on March 7-9 at Stephen F. Austin Univ. in Nacogdoches. Our department professional developmental day will be May 25, 2019. Paul Williams shared some workshops that will be present at our professional developmental day. If anyone has ideas for presentations, let him know. The summer AAPT meeting will be held in July at Provo Utah
- h.) **Scheduling** – Everyone was asked to look over the fall 2019 schedule for any errors. Faculty was asked to check their summer classes.

## 7.) Discussion Items

- a.) **Prerequisite PHYS 1401** – There was another discussion of the importance of PHYS 1401 being a prerequisite for PHYS 2425. Everyone shared concerns and suggestions.
- b.) **New PHYS 1401 Textbook** – It was decided that the new 11<sup>th</sup> edition of Young would be adopted for PHYS 1401.
- c.) **Expanded Student use of iPads** – Paul Williams showed everyone how he uses the iPads in his PHYS 1401 class. Paul suggested that we expand student use of iPads. A proposal will be submitted to the dean to create a pilot program for 5 Physics classes in the fall 2019 semester to use iPads

## 8.) Action Items

- a.) **Nominations for Department Chair** – Joe Brinkley was nominated for department chair.

## 9.) New Business