

Meeting Place: HLC 2405
Meeting Time: 10:00 am, April 5, 2019
Participants: Jim Heath, Lala Guerra, Chris Cavalli, John Cise, Saad Eways, Gabe Arellano, Paul Williams, Joe Brinkley, Allen Underwood, David Halliday, Mostafa Pirnia, Chris Haluska, June Mullin, John Fulton, Luis Cuellar, Eric Ebner, Wolfgang Frey

- 1.) **Approval of Agenda:** The agenda was approved
- 2.) **Approval of Minutes:** March minute were approved.
- 3.) **Information item:**
 - a.) **Update on Fulltime Position** – Interviews for the fulltime Astronomy faculty position have been completed. The top 3 candidates have been forwarded to Gaye Lynn Scott. We will now await word to find out which one of the 3 candidates will be selected.
 - b.) **Update on Construction Projects** – Jim Heath showed everyone a slide presentation of the upcoming constructions projects at all campuses.
 - c.) **Active Learning Research Opportunity** – Jim Heath informed faculty that a Researcher from the Center of the Engineering Education at UT is seeking faculty participants for a study about student resistance to active learning. If anyone is interested in participating in the study, please follow up with the email sent out to everyone on April 2, 2019.
 - d.) **UTSA Engineering Institute** – UTSA is interested in an agreement with ACC similar to the Texas A&M Academy. Within a couple of weeks the MOU will be signed between UTSA and ACC. The UTSA Engineering Institute will start in the fall 2019 semester at CYP. Saad Eways went over the MOU. There were questions shared.
 - e.) **TX State Engineering Institute or Academy or ?** – Texas State is also interested in an agreement with ACC similar to the Texas A&M Academy. There were questions asked and suggestions shared. The RVS campus was suggested for the Texas State location.
 - f.) **Cyclotron** – There will be another Cyclotron Tour at Texas A&M in College Station on April 14, 2019. If anyone is interested in attending, please let Joe Brinkley know ahead of time. Only 15 persons are allow on each tour.
 - g.) **Adjunct Faculty of the Year** – John Fulton was awarded the Adjunct Faculty of the Year award.
- 4.) **Safety Officer Report** – Keep sending safety contracts to Chris Cavalli.
- 5.) **Website and Technology Update** – Nothing new.
- 6.) **Committee Chair Reports**
 - a.) **Assessment** – There will be an email reminder about the assessments for the spring 2019.
 - b.) **Budget** – tabled
 - c.) **Curriculum** – Joe Brinkley informed everyone that the required topics for PHYS 2425 and 2426 for Serway and Openstax were now posted in our website. He went over the topics with faculty. He also mentioned that he will work on the required topics for PHYS 1401 and 1402 of the new 11th edition for the Young textbook and also Openstax. Everyone asked question and made suggestions. Faculty will look over the required topics for PHYS 2425, 2426 and Openstax for any errors and it will be voted on in our May department meeting to approve required topics. Joe also suggested that we should list the learning out comes for Lecture and Labs separate.
 - d.) **Evaluations** – The Evaluation Committee members went over some items to be addressed after the review of portfolios for adjunct faculty. Gabe Arellano went over the Syllabi. Jeff Bechtold went over the Exams. John Underwood went over the Labs and John Cise went over Statements and

Philosophies. There were concerns and suggestions shared. Everyone was also reminded about the check list for evaluations that is posted on our website, which is very helpful to keep track of what has been submitted.

- e.) **Engineering Steering** – Saad Eways informed everyone that the Chemical Engineering course is in the process to be included in the fall 2019 schedule. Saad went over the equivalent courses and prerequisites at UT and Texas A&M. He also shared information about the Chemical Engineering course.
- f.) **Long Range Planning** – There was a request for funds for Smart Boards for the new budget year. Everyone shared their concerns and suggestions about Smart Boards. It was decided that funds will be requested for only one Smart Board for HLC. Funds to hire a second IT position and 3 D printer were also requested for the new budget year. .
- g.) **Professional Development** – A reminder was shared about the AAPT meeting in the summer. ACCHaoS will be at the Shiksha School located in the Hindu Temple at Oakhill for earth day on April 21, 2019. If anyone is interested in volunteering, professional developmental hours will be awarded. Our Annual Professional Development Day will May 25, 2019. If you would like to do a presentation, email Paul Williams.
- h.) **Scheduling** – There were changes made in the fall 2019 schedule. There are a few unstaffed sections for summer 2019. We will go through our every year process by hiring new adjuncts then assigning overloads.

7.) Discussion Items

- a.) **First Day Access** – There was a discussion about the First Day Access. Everyone shared concerns, suggestions and benefits for students.
- b.) **Counter offer from Cengage** – Cengage has also offered us a counter offer for First Day Access for our Serway textbook. The price would be \$62.50.

8.) Action Items

- a.) **Voting for Department Chair** – Everyone voted for the next department chair.

9.) New Business