

Meeting Place: HLC 2105
Meeting Time: 10:00 am, August 30, 2019
Participants: Joe Brikley, Lala Guerra, Chris Cavalli, John Cise, Saad Eways, Gabe Arellano, Paul Williams, Jeff Bechtold, Jim Heath, Allen Underwood, Michael Endl, James Friedrichsen, Mostafa Pirnia, Chris Haluska, June Mullin, Luis Cuellar, Eric Ebner, Wolfgang Frey, Karl Trappe, Elliot Richmond, Patty Hughs, Sam Yom Julienne LeMond, Richard Mauldin, Purna Murthy

1.) **Approval of Agenda:** Agenda was approved after some corrections.

2.) **Approval of Minutes:** May minutes were approved.

3.) **Information item:**

- a.) **Committee Structure Changes** – Joe Brinkley went over the structure changes of the PAE committees.
- b.) **Mentoring** – Faculty were informed that a mentoring system has been set up at ACC. If any fulltime or adjunct faculty would like to become a mentor for new faculty, you will need to have 3 or more years of teaching at ACC and have had good or excellent evaluations. A mentoring training is also required. Mentors will need to have 10 hours of contact with the mentee and will receive a 200.00 stipend. Faculty can mentor up to 3 people in one semester. Joe Brinkley shared the mentoring website with everyone. Faculty asked questions.
- c.) **New 8 Week Courses** – Joe Brinkley informed faculty that a 1st 8 week PHYS 2425 and 2nd 8 week PHYS 2426 has been added to the spring 2020 schedule as a pilot. Paul Williams will be assigned to these courses. Everyone shared their suggestions, concerns and questions.
- d.) **Time Shift Evening Classes** – Joe Brinkley informed everyone that he is going to try to push a time shift of 1 hour for our evening class. Classes that start at 4:30pm will start to 5:30pm instead. If approved, this changes will start at the HLC and RRC campus for spring 2020.
- e.) **New Fulltime Faculty** – Michael Endl was welcomed as our new fulltime Faculty
- f.) **YouTube ACC Physics** - Jim Heath announced that June Mullin has now updated his You Tube ACC Physics problem solving videos. The videos are arranged by Jim’s class topics.

4.) **Safety Officer Report** –College wide emergency week will be on the third week of the semester. (September 9-13, 2019) The student safety contracts forms will be kept in the prep-room starting this semester. Faculty will do Safety Training and have students complete contracts during first two weeks of semester. Lab Techs will collect the contracts and make copies for faculty and prep room. After all training has been done and faculty have checked the signatures with their class rolls, the originals will be sent to Chris Cavalli. There were questions asked about the safety contracts.

5.) **Website and Technology Update** – Laptops will be replaced first at CYP and then at HLC, probably during Winter intersession. Reports of problems with Java/Flash, need to be updated and security settings changed. There are reports of problems with printers at NRG and CYP. June Mullin will investigate.

6.) **Faculty Evaluation ADC** – Folders for portfolios are now available in a google drive. Only certain people have access to these folders. Faculty that would like to know if they need to complete a portfolio can go into our department website and find the portfolio schedule. Contact Chris Cavalli if you are having problems finding this information. A link to folders will be sent out to faculty that need to complete their 1st, 2nd, or 3rd year portfolio. Portfolios are due at the end of the fall semester. A meeting to evaluate adjuncts faculty will be in February and in March to evaluate fulltime faculty. Joe Brinkley informed faculty that adjunct faculty will no longer be able to serve on the evaluation committee. Everyone shared their questions and concerns.

7.) **Department Planning ADC Report** – The budget for 2019 was completely spent. Joe Brinkley has made changes to the budget spreadsheet and added pull down’s to show what PCard and what budget code has been

used for purchases. This will help track all purchases. Joe Brinkley is making changes to the spring 2020 schedule. Everyone was informed that there will be a change of number of weeks in the summer schedule. Only one Gen. Ed. assessment has to be done in fall 2019 in problem solving. James Friedrichsen will call for a meeting to come up with a better assessment for Conceptual Physics and Astronomy classes.

Committee Chair Reports

- a.) **Professional Development & Innovation** – Paul Williams will be in charge of the Professional Development and Innovation committee. Any faculty that would like to try something new in class and need equipment, let Paul Williams know. The TX section AAPT will be at Texas Tech in October 25&26, 2019. The AAS meeting will be held in Honolulu Hawaii in January. AAPT winter meeting will be held at Orlando Florida in January 18-24, 2020. Paul Williams also is thinking of doing a workshop on clickers and Google Classroom sometime this fall.
- b.) **Mentoring** - John Cise will be in charge of the Mentoring committee. He will assign mentors to new mentees in our department.
- c.) **Faculty Input** – Gabe Arellano will be in charge of the Faculty Input Committee.
- d.) **Curriculum** - Jim Heath will be in charge of the Curriculum Committee.
- e.) **Labs and Demo's** - Allen Underwood will be in charge of the Lab and Demo's Committee. This committee will work on consolidating labs and organizing a demonstration database for the department. Lab Tech are encouraged to join the committee
- f.) **Student Assessment** – Jeff Bechtold will be in charge of the Student Assessment Committee. The committee will find different ways to assess test and set policies. This committee will continue evaluating exams as part of the faculty evaluation process. Everyone shared their concerns and suggestions.
- g.) **Engineering Steering** – TX A&M Engineering Academy now has 90 students enrolled for fall 2019. About 50 students from the past 2 years have transitioned and started College Station. Because ACC offers 5 Engineering degrees, ENGR 2405 Circuit Engineer and ENRG 2333 Intro to Chemical Engineering classes should not be cancelled but saved in the future. Saad requested that ENGR 1201 courses be offered in the physics lab in various campuses. If needed and the physics lab tech can not provide help, Saad requested that an hourly (lab tech) be hired through Engineering to provide help to students and the professor in ENGR 1201 classes. There were questions asked and concerns were shared. There were questions asked and concerns were shared.
- h.) **Astronomy** – Michael Endl will be in charge of the Astronomy Committee. Any fieldtrips to the observation deck, let Michael know.
 - i) **ACChaos** – ACChaos will be at the Saturn Party on September 6, 2019. Will be needing volunteers. Professional Developmental hours will be offered.
 - ii) **Star Parties** – Michael Endl will now be in charge of the Star parties. There will be a Star party on September 6, 2019.

8.) Discussion Items

- a.) **CHEM 1309** - CHEM 1309 is part of the field of study for the Engineering degree. It is a combined course that covers the elements of chemistry that are needed going into the Engineering Academy. Joe Brinley would like to add it to our General Engineering degree as an OR. It was suggested that we should talk to the Chemistry department before making any decisions on CHEM 1309. It was decided to talk about this item in our October department meeting.

9.) Action Items

- a.) **Vote on inclusion of CHEM 1309 in Engineering AS and Physics AS degree plan - tabled**
- b.) **Call to join committees for next year – Lala Guerra will send out an email asking faculty to sign up in committees they would like to join.**

10.) New Business