

Meeting Place: HLC 2405

Meeting Time: 10:00 am, May 3, 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, Wolfgang Frey, Dan Boyne, Sam Yom, Ali Morovat, Karl Trappe

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

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

3.) **Information item:**

- a.) **Update on Fulltime Position** – The upper administration has selected the top candidate for the Astronomy Fulltime position and has been forwarded to HR. HR will hopefully make an offer to the top candidate in a week or so.
- b.) **Growth in Austin** – John Cise shared data on the growth of Austin and the expected growth of Austin. John also informed everyone that one of his former students will be coming by to speak to his PHYS 2425 class about her 20 years of experience with DOT on May 10, 2019 at NRG in room 2213 from 5:30pm to 5:50pm. Everyone is welcomed to come
- c.) **Introduction of New Faculty** – Mohammed Ali Morovat, new faculty for Engineering was introduced to everyone.
- d.) **Platforms for scales** – Karl Trappe shared a sample of platforms that have been manufactured by work studies at NRG. The platforms are for the use of the scales in our labs. Karl informed everyone that the design originated from Eric Ebner. Everyone asked questions and made suggestions.

4.) **Safety Officer Report** – Keep sending safety contracts to Chris Cavalli. Safety Training for new faculty will be June 8, 2019. If anyone else wants to come to the training, let Chris Cavalli know.

5.) **Website and Technology Update** – June Mullin is still negotiating to get computer replacements for HLC during the summer instead of the scheduled time of after the beginning of the Fall 2019 semester.

6.) **Committee Chair Reports**

- a.) **Assessment** – Anyone teaching PHYS 2425 and 2426 in spring 2019 semester will need to do the new communication and critical thinking assessments. ENGR 1201 and 2301 will do their standard assessment. Astronomy does not need to do an assessment. Assessment are not done over the summer.
- b.) **Budget** – Everyone was asked to estimate their hourly needs for the summer. If anyone knows that they will not be spending all their allocations, let James Friedrichsen know. Money will need to be spent down to zero. Everyone was asked to update the budget spread sheet. James will be sending out an email requesting any excess funds and estimates for hourly needs. This information will need to be submitted by May 17, 2019.
- c.) **Curriculum** – Joe Brinkley informed everyone that he has not worked on the PHYS 1401 and 1402 required topics. Required topics for PHYS 2425 and 2426 for Serway and Openstax were approved.
- d.) **Evaluations** - Lala Guerra is collecting Summary Evaluations from faculty. Makes sure they are turned in. June Mullin will be opening folders for next year's portfolios
- e.) **Engineering Steering** – Saad Eways informed everyone that there will be an Information Engineering session at 2:00pm in room 2104. There will be several speakers at the session. Kudos to Jim Heath for helping develop the field of studies for the Engineering degree plan. Meredith Denton-Hedrick will be our new IA and will be helping with our field of studies.

- f.) **Long Range Planning** – The new money request has been made. We have requested a 3 D printer, an assistant for June Mullin, 125 ipads and 5 Apple TV devices.
- g.) **Professional Development** – Our Professional Developmental Day will be May 25, 2019 from 9:00am to 12:00pm. Paul Williams went over some of the presentations that will be taking place for the day. If anyone else would like to do a presentation, contact Paul.
- h.) **Scheduling** – There were issues with enrollment limits in the Engineering project room, but corrections have been made. So please keep an eye out for any errors in any of the schedules, contact James Friedrichsen and let him know. Four new faculty were hired to staff summer 2019 classes. Once the overloads are approved by the dean, overloads will then be assigned.

7.) Discussion Items

8.) Action Items

- a.) **Passing the Monkey** – Joe Brinkley was voted in as the new department chair for Physics, Astronomy, and Engineering for the next 3 years. Joe will start as department chair after the spring 2019 semester.
- b.) **Jim Heath stepping down as Department Chair** - Jim Heath will be stepping down as Department Chair at the end of the spring 2019 semester. Jim was presented with a plaque, a trophy and a certificate from the department for his dedicated service of 9 years as department chair for the Physics, Astronomy, and Engineering department.

9.) New Business