

**Math/Science Division, College of Letters and Science**  
**Minutes of meeting #1**  
**Tuesday September 7, 2007 1:50 PM HS 149**

**To:**

Beatrice Holton: Biology & Microbiology  
Colleen McDermott: Biology & Microbiology  
Charles Gibson: Chemistry  
Gueorgui Gueorguiev: Computer Science  
David Barnhill: Environmental Studies  
Kazimierz Zaniewski: Geography & Urban Planning  
William Mode: Geology  
KLD Gunawardena: Mathematics  
John Strous: Medical Technology  
Daniel Schmidt: Kinesiology and Health.  
Michael Briley: Physics & Astronomy  
James Koch: Psychology

In Attendance: Barnhill, Cross, Gibson, Gunawardena, Holton, Koch, McDermott, Mode, Schmidt, Strous, Zaniewski  
Guest: Michael Beeth

**Agenda**

Meeting was called to order at 1:50 PM

1. Michael Beeth from COEHS discussed recent Praxis II exam content and results, particularly as they pertain to math/science courses taken by COEHS students.
2. Election Math/Science Secretary. Motion (McDermott, Mode) to elect Michael Briley division secretary for the 2007-08 academic year. *Passed with a unanimous vote.*
3. Election of Math/Science Chair. Motion (McDermott, Strous) to elect Colleen McDermott to serve as division chair for the 2007-08 academic year. *Passed with a unanimous vote.*
4. Motion (Gibson, Schmidt) to approve the minutes from Meeting #10, May 8, 2007. *Passed with a unanimous vote.*
5. Motion (Gibson, Barnhill) to approve revision of GEOG 385 to allow it to count for general education math requirement. *Passed with a unanimous vote.*
6. Cross stated that advertisements for recruitment will be appearing shortly. Phone interviews should be conducted prior to ranking candidates, affirmative action forms must be filled out prior to candidate visits to campus, and departments should, prior to inviting candidates, coordinate with COLS office to get clearance for visits and set up appointments with COLS dean.
7. Cross stressed that TERs should make clear which account (departmental, COLS office, grants, etc) is to be used for reimbursement. If reimbursement is coming from department accounts, please indicate clearly the appropriate account number and the amount to be reimbursed from that account.
8. Cross stated that the COLS dean's office will field requests to support student travel to conferences (when students are presenting) on a first come-first served basis. The COLS dean's office will match departmental support up to a maximum of \$250 per student.
9. Cross stated that the COLS dean's office would like to visit each department, but requested that departments allow adequate time for discussion with the dean during these visits, preferably at the beginning of the meeting.

10. Cross asked that relevant division departments look carefully for student candidates for the Goldwater awards and that the end of the 14-week fall semester would be the internal deadline for applications. Departments with viable candidates were requested to give advance notice if an application is to be put forward.

11. Cross stated that support for travel will remain at \$1200.00 per presenting faculty for the 2007-08 academic year.

12. Several division chairs expressed ongoing dissatisfaction with room scheduling, particularly noting that room scheduling was not being conducted according to the agreement made with the room scheduling personnel (see minutes of meetings #6 [1/30/07] and #7 [2/22/07]). This agreement granted increased leeway in scheduling decisions for room scheduling personnel, but stipulated that department chairs would be consulted about potential changes in room scheduling prior to any changes being enacted. Chairs strongly voiced a desire for more concrete and appropriate communication with room scheduling personnel.

13. Meeting was adjourned at 3:00 PM.