

Agenda for Department Meeting

Physical Science and Engineering

January 12th, 2012

12:00 to 1:00 Part One: Full-time Chemists and Laboratory Assistants

(Please bring a list of the labs you do to this meeting.)

Discussion of Course Objectives for Chemistry 201

Discussion of laboratories, supplies and ordering procedures

Discussion of new assessment procedures for Chemistry 121 and Chemistry 201

1:00 to 1:50 Part Two: Full-time faculty PSE

Announcements

Annual Plan Progress Report

Update on remodeling of Offices and Chemistry Storeroom

2:00 to 3:00 Adjourn so that individuals may attend the Union Meeting (Lecture Hall C)

3:00 to 4:00 Part Three: All members of the PSE department

Welcome Back

Announcements

Introduction of new adjuncts

FERPA and special needs students (discussion of procedures and scenarios)

Tour of new studio classroom

4:00 to 5:00 Part Four: Adjuncts, Department Chair and Asst. Chair

Discussion of changes in policies and procedures

Question and answer session