

# **Minutes of Departmental Committee Meeting**

1:30 Tuesday, September 13, 2016, Room 9341

(Professors Berry, Brunold, Burke, Burstyn, Cui, Garand, Gellman, Goldsmith, Hamers, Hermans, Jin, Landis, McMahon, Moore, Nathanson, Schmidt, Sibert, Skinner, Smith, Stahl, Weisshaar, Wright, Yoon, Zanni attending.

Rachel Bain, Cheri Barta, Chuck Casey, Arrietta Clauss, Pam Doolittle, Libby Dowdall, Tracy Drier, Bob Duessler, Pat Egan, Charlie Fry, Jeanne Hamers, Robert Handerhan, Paul Hooker, Char Horsfall, Tony Jacob, Paul McGuire, Steve Myers, Jeff Nielsen, Dennis Reece, Matt Sanders, Rodney Schreiner, Bob Shanks, Chad Skemp, Sarah Specht, Cheri Stephens, Karen Stephens, Cecilia Stodd, Martha Vestling, Chad Wilkinson, Lingchao Zhu also attended.)

## **Open Session**

### **Announcements and Reports**

#### **Safety Update**

Jeff Nielsen gave the report. We have started to require lab coats (PPE) in the Organic labs. Jeff purchased 700 lab coats to sell at about \$12 each to students. Our TAs will also be required to wear them. Policies concerning PPE and other safety SOPs can be found at <http://chem.wisc.edu/content/safety> . This includes an SOP on transporting chemicals in secondary containers, which has at times been an issue.

Bob McMahon talked about issues concerning undergrads working in labs, especially liability. There have been no changes, but we and others on campus are studying the issue more closely, and we understand it better than we have in the past. Cheri Barta presented a Research Authorization Form which all undergrads and guest researchers should read and sign. It includes an acknowledgement that students are not covered by any extra liability insurance at the University level. It also allows the student and PI to agree on group-specific training that the student must have to function safely in that group. This form is on line at <http://chem.wisc.edu/deptfiles/unified%20research%20form-8.16.pdf> .

Considerable discussion ensued concerning whether institutional insurance could be purchased; questions were asked about how our peers operate, and whether UW Legal had been consulted (they had). This situation will continue to evolve.

#### **Introductions**

We have several new employees. Jeanne Hamers introduced Rob Handerhan, LTE in the Undergraduate Chem Office. Cheri Stephens replaced April Leslie as the Physical Chemistry Path Coordinator. Char Horsfall joined us in May in the Payroll office. Jia Zhou is lecturing in Organic Chemistry.

#### **Administrative Update**

Pat Egan announced that effort certification had begun. He will be in touch when he's ready to have you certify your group's effort.

We will be hiring for the post-grant specialist, and should have someone in place by the end of September or early October.

#### **Awards**

Bob McMahon announced that Bob Hamers had been named an ACS Fellow. Shannon Stahl will receive the Mitsui Chemicals Catalysis Science Award. Alan Silver has been invited to the Info Tech Leaders Program.

#### **L&S Chair/Campus Leadership Meetings Report**

Bob McMahon reported. Chemistry will be allowed to conduct a broad search for faculty in any

area, and at any rank. Dean Scholz announced that the College had reached its budget targets, but that it happened in a way that was non-strategic. For example, Journalism and Mass Communication went from 22 faculty to 15. The College has now authorized 27 searches to help to return stability to those areas that need it most.

Provost Mangelsdorf announced that all campus course evaluations will be going on-line in the near future.

#### **Climate Task Force Report**

Judith Burstyn reported. This task force started meeting over the Summer. The Office of Quality Improvement will be joining the discussions.

#### **Fall Enrollment Report**

Jeanne Hamers reported that the number of first year students is up about 200 from last Fall. We had prepared by offering an extra 103 course, and this also allowed us to accommodate overloaded discussion sections. Enrollment in Chem 103 was only up 26 from last year. There was an unexplained jump in Chem 329 enrollment. Chem 341/342 enrollment is up due to a new Neurobiology major on campus. Chem 345 is waitlisted.

The increase in enrollments is straining our ability to provide TAs. We hired 20 TAs from outside Chemistry this semester.

#### **Building Project Report**

Bob McMahon reported on the political process and the status of fund-raising. We will likely be at a point to solicit bids in February. In order to be able to get as much building as possible, as much gift money as possible should be raised by that point.

John Moore reported that we currently project an August 1, 2017 start date. At that point, the north end of the Daniels building will be chopped off; we will lose two and a half labs and the two large lecture halls, as well as the Library. The swing space to accommodate Analytical Chemistry labs is nearly completed.

#### **Faculty Senate Report**

Judith Burstyn reported that the first scheduled meeting is September 26.

**Fall Competition Deadline Is Friday, September 23<sup>rd</sup>**

**CHOPs Weekend Will Be September 29-October 2**

**Board of Advisors Meeting is Friday, October 21**

**UW System Chemistry Faculties Meeting Hosted by UW-Stevens Point is October 28-29**

### **Business**

#### **Policy on Credit By Examination for Lecture Portion of Chem 103/Chem 104**

Jeanne Hamers led the discussion. The University requires we have a policy on when a student might receive credit for courses through an exam. A score of 4 or 5 on the AP Exam will allow a student to get credit for Chem 103, and be placed into Chem 109. A score of 3 on the AP Exam will allow a student to receive a "Chemistry Elective Credit". **This proposal was approved on a voice vote with no negatives.**

#### **Organizational Chart for Chemistry**

Bob McMahon presented an Org Chart he had been working on. He started creating it in response to questions from students during climate presentations. It's at <https://www.chem.wisc.edu/deptfiles/content/Chemistry-Org-Charts-2016-v4.pdf> .

With no additional business brought to the Department Committee, the meeting was adjourned after a motion from John Berry and John Moore.

October 10, 2016. MJS