

- I. A meeting of the faculty of the Department of Biological Sciences was called to order at 12:32 p.m. on Tuesday, January 9th, 2018 in MO 451 by Dr. Don Hauber.
- II. Faculty present: Anderson, Barnes, ~~Barrilleaux~~, Bucolo, Chiasson, ~~Don~~, Hauber, Hood, Jordan, Mix, Thomas, ~~Tobler~~, Wolfe.
- III. DSAC representatives: Julia Racine and Arden Lagrone.
- IV. Minutes were approved for the December 5th meeting.
- V. Announcements
 - A. Good news round robin:
 - B. The Faculty and Staff Convocation will be held on January 19th, 2018.
 - C. Biology Research Seminars: Dr. Ronald Ferrucci will present at our first seminar on January 23rd in MO 610.
 - D. Health Career Seminars: Tish emailed the schedule for this spring.
 - E. DSAC update: N/A
 - F. DAC update: John Head, the VP of Enrollment Management and the newly hired Director of Admissions, Nathan Ament, attended the meeting. We are anticipating 850 freshman in F18. Admissions is using “texting” this year as well as emails and mailings to communicate with students. Instead of the faculty going to meet with the admissions counselors, the counselors will come to the faculty to discuss what needs to be portrayed to prospective students. They will be available in July and August when most of us are not here. Don will schedule a time to meet with them and invite all who are available. Faculty Evaluations are due January 19th. Use the Faculty Evaluation template document and use bullets, not narratives. Dean Calzada is working on redoing the Faculty Evaluations and Protocol to make them more normalized and is working within divisions. She is pushing departments to set standards for measuring scholarship, teaching and service. The Dean’s office is looking for help from the admins of each department in handling the transport of the student awards/plaques to the Honors Convocation to help ease some of the duties in the Dean’s office.
 - G. Spring/Summer schedule update: Discussion took place regarding offering Microbiology class during the summer. It takes about a minimum of 10 students for the class to occur. Discussion took place about the need for online instructors to complete five weeks of training in order to teach an online class.
 - H. Faculty Search update: Applications for the Physiologist position are coming in slowly.
 - I. Updating department website, faculty blurbs; using listerv: Contact Frank if you have updates.
 - J. Other Announcements: None
- VI. Old Business:
 - A. Beard Professorship survey results and discussion: The Professorship has to be designated to a Biology faculty member. Discussion took place about the survey results. Nine faculty voted. The majority preferred to keep the selection process internal with the award being limited to tenured faculty. The award will not be designated to the department chair and will be opened for applications by tenured faculty not currently

holding a professorship. It will be opened for competitive renewal every three years. It was moved and voted on that all ordinary faculty including Tish will vote for the award recipient. It passed with 9 votes.

- B. Protocol updated: Discussion took place about the percentages being used for teaching, research and service – totaling 100% and which categories certain items should be placed under. For instance, some science departments have journal review and grant proposal under service while others have it under research.
- C. Toxicology course proposals: due to time constraints it was decided to comment and edit the proposal via email so it can be voted on and sent to the College Curriculum Committee.

VII. New Business:

VIII. The meeting was adjourned at 1:53 p.m.