

Minutes

of the Physics Department meeting
to be held Wednesday, Oct 2, 2013 in UH168.

Present: Benjamin, Boukahil, Constantinescu, Nawash, Rybski, Sahyun, Yavuzcetin

- I. Call to order at 5:35 pm.
- II. Sahyun/Rybski moved approval of minutes of Sep 25, 2013 meeting.
- III. Old Business
 - a. Equipment/renovation list turned into Dean Travis by Sept 27 deadline. Thanks to all for their help.
 - b. Clarification of College Policy on Peer Teaching Reviews. Benjamin handed out the adopted College policy regarding Peer Evaluations. These were announced to be considered the College standards for review and should be followed unless approval from the College is given.
 - c. Development of Departmental Policy on Student Resumes was postponed.
 - d. Discussion on the introduction of MATLAB into our courses was postponed.
 - e. Research Apprentice Program students: Andrew Eagon (working with Nawash on plasma project), Deane Page (working with Boukahil on programming), Daniel Lollar (working with Sahyun on electric bike), and Matt Sanville (from Computer Science working with Yavuzcetin on brain wave research).
 - f. No other Old Business
- IV. New Business
 - a. Review dates for faculty. Nawash will provide Purple Book for 5th year consultation by Mon, Oct 14 with the consultation to take place on Wed, Oct 30 at 5:30pm. Benjamin will provide portfolio for Promotion to Professor by Fri, Oct 18 with the review to occur on Thurs, Oct 31 at 8:00 am. Sahyun agreed to chair the review of Benjamin. Benjamin will also have his post-tenure review. Both Boukahil and Rybski will have their post-tenure review on Wed, Nov 20 at 5:30pm. Yavuzcetin will provide Purple Book for 1st year consultation to be held on Feb 5, 2014 at noon.
- V. Announcements
 - a. Chair's Announcements
 - i. Departmental dinner with Chancellor and his wife: possible dates are Oct 28 (after 6:30), 29 (after 6:30) , Nov 4 (after 6:30), 5 (after 6:30), 6 (preferred) and 14 (after 6:30).

- ii. Scheduling for Document of Intent, Face-to-Face (all department members), Post-tenure reviews (Benjamin, Boukahil, Rybski), sixth-year consultation (Nawash), first-year consultation (Yavuzcetin), and promotion to full professor (Benjamin), and peer-teaching evaluations (all faculty members).
 - iii. New procedure for reporting leave.
 - iv. The College of Education and Professional Studies is hosting the annual Diversity Forum this year. It will take place November 7 & 8. Speakers will visit a variety of classes over the two days. Contact Asst. Dean Susan Johnson for more information.
 - v. Constantinescu, Rybski, Benjamin, Nawash will march in Winter commencement needs to be provided to Kristin Burton (burtonk) by Mon, Oct 14 (Sahyun, Benjamin, and Yavuzcetin will march in Spring).
 - vi. All academic accomplishments (copies of papers, book chapters, devices, etc.) should be sent to Sharon Knight (L1125D) by Oct 4. This is to recognize accomplishments in the department from last year.
- b. University, College and Department Committee Reports postponed.
 - c. Other announcements
 - i. Benjamin visited EPIC for a scientific outreach event. He distributed the remaining GLIMPSE posters to attendees of the annual EPIC usergroup meeting.

VI. Boukahil/Nawash moved adjournment at 6:47pm. Motion passed.

Submitted by B. Benjamin, secretary of the day
Cc: Dean David Travis