

Minutes

of the Physics Department meeting
held Wednesday May 8, 2013 in UH168.

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

- I. Meeting called to order at 12:11 pm.
- II. Benjamin/Rybski moved approval of the May 1, 2013 minutes. Passed.
- III. Announcements
 - a. Chair's Announcements
 - i. Sahyun gave an introduction on entering data into Digital Measures. Questions arose on if faculty could receive assistance from Ms. Filipiak, the Physics ADA for entering data. Sahyun will inquire as to the data access status.
 - ii. E&M, Optics, and Modern demo items have been moved to the new Physics Demo prep and storage room (UH162). Mechanics, Sound, and Thermo items will be moved from 154 into Sahyun and Benjamin's labs for sorting and shelf moving to 162 at the end of this week. Faculty are encouraged to review items slated for disposal in case there are any useful items that have not been moved.
 - iii. Department Chair Evaluation – Sahyun passed out a Chair's evaluation form. An email with a link to the on-line version will arrive for faculty to fill out their comments on Sahyun's role as Physics Department Chair.
 - iv. Make sure all lab equipment is properly put away for the end of the semester.
 - v. The current Physics Budget status was handed out.
 - vi. The Office Hours policy from the Dean's office was handed out.
 - vii. L&S Associate Dean and L&S Assistant Dean for Student Success position search announcements were handed out.
- IV. Old Business
 - a. Benjamin/Rybski moved to approve the Research Release Document for faculty to receive credit for advising 498R students.
- V. New Business
 - a. Spring 2014 Scheduling: a rough draft (2013 Spring schedule) was handed out to faculty so they could submit changes via email to Sahyun.
- VI. [Untenured faculty and academic staff were excused for the remainder of the meeting] Benjamin/Boukahil moved approval of a positive Post-Tenure Review for Sahyun and approval of the associated Commentary Form. Passed.
- VII. Boukahil/Rybski moved to adjourn at 1:05 pm. Passed.

Respectfully Submitted,

Steven
Sahyun

Secretary of the day

cc: Dean Pinkerton