Minutes
for the Physics Department meeting
held on Thursday, August 29, 2013 in UH168.

I.   Call to order at 2:37pm.

II. Rybski/Boukahil moved the approval of minutes of May 8, 2013 meeting.

III. Old Business

   a. Boukahil/Nawash moved approval of Spring 2014 Schedule provided by Benjamin in the scheduling session on Thurs, Aug 22.

IV. New Business

   a. Departmental Policy on Peer Evaluation of Teaching. Rybski described the past departmental practice for peer teaching evaluation, where faculty were notified a week in advance of their departmental review. He noted that this practice is (probably) not currently found in the departmental documents, all past reviews have operated under this understanding. The department discussed peer evaluation of teaching, classroom visitations, and the current peer evaluation form. Benjamin agreed to look into College and University guidance and restrictions on peer-evaluation of teaching and send department members a copy of the current peer review form. Boukahil agreed to provide an alternate peer review form for consideration. Rybski will look for document on peer-evaluation provided at a past administrative council meeting.

   b. Departmental Goals

      i.   Set up a system for the creation, review, and updating of student resumes [Benjamin]

      ii. Introduction of MATLAB into Physics Dept courses [Sahyun/Rybski/Boukahil]

      iii. Science Outreach [Nawash/Constantinescu/Sahyun]

      iv. Better Alignment of Assessment with Student Learning Goals [Benjamin/Sahyun]

      v.   Develop Assessment Plan for Lab Skills [Rybski/Nawash/Sahyun/Yavuzcetin]

V.   Request for Agenda Items for Next Meeting (6:15pm, Mon Sep 10)

      i.   Discussion of Sputter Coater

      ii. Discussion of Department Facebook, Twitter, LinkedIn account

VI. Announcements

      a. Chair's Announcements
- i. Changes to Travel Policy
- ii. Leave and Absence Reporting
- iii. Digital Measures
- iv. Send all Departmental announcements for the Monday meeting by 5pm, Friday.

VII. Boukahil/Constantinescu moved to Adjourn at 4:06 pm. Measure passes.