

## Faculty Meeting Minutes (Open session)

March 4, 2024 | 2:30 - 3:30 pm | Benson Hall, Room 109 – [ZOOM LINK](#)

Attendance:

Meeting start: 2:30pm | Adjourn: 3:30pm

### Faculty Present (blank=absent)

Department Chair, James Carothers

Stu Adler	X	Cole DeForest	X	Elizabeth Nance	X	Ben Rutz	X	
Francois Baneyx		Hugh Hillhouse	SAB	Rene Overney	X	Daniel Schwartz		
David Beck	X	Vince Holmberg		Lilo Pozzo	SAB	Zachary Sherman	X	
John Berg	X	Samson Jenekhe	X	Alexis Prybutok	X	Eric Stuve	X	
David Bergsman	X	Jorge Marchand	X	Buddy Ratner	X			
James Carothers	X	Shachi Mittal	X	Julie Rorrer	X			

### Others Present

Debbie Carnes	X	Dave Drischell	X	Nicole Minkoff	X	Jeremiah Wilhelm	X
Jacque Hernandez	X	Andrea Gleichweith	X	Ro Stastny	X		

### Agenda

- Approval of 2/5/2024 FM Minutes
- Announcements/Reminders/Updates
- Preliminary Exam results and discussion (DeForest/Drischell – 10 min)
- Program proposal change (Nance/Carothers - 15 min)
- Proposed merit evaluation procedure (Stuve – 20 min)
- Communication practices, accessibility & ongoing safety concerns (Carothers – 15 min)
- Universal Design for Learning –teaching tips (Prybutok/Bergsman)

### FMM 2/5/24: Unanimously Approved

**Motion** made to pass 2/5 Minutes: A. Prybutok

**Second:** E. Nance

### Announcements

- Grad Recruiting Open House is being held on 3/22 (Friday), and we'd love all faculty participation!
- Reminder - Submit Biosupplements and updated CV – DUE 3/15

### Ph.D. Student Preliminary Results and Vote

- Two candidates were discussed at length; B. Ratner and Z. Sherman spoke on behalf of each respective student.

**Motion** was made to pass both students, Ersoy and Mosallanejad, by: S. Mittal

**Second:** C. DeForest

**Vote passed unanimously**

### **2024 ChemE Merit Review Process (Stuve)**

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- E. Stuve spoke about the procedure for faculty participation in merit reviews and to the history of this process. Topics that were discussed: Who does the review?; Evaluation process and vote; Transmission of evaluations; as well as the implementation of the 2024 Merit Review
- Faculty across the department posed questions and concerns regarding elements of the process. These topics were expounded at length, leading to a bid for faculty involvement in the process as it gets underway.
- A short slide deck and diagrams were also shared.

### **Program Proposal Changes (Nance)**

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- Implementation: Add 1 additional lecture hour to 437 to be in compliance with cr./contact hours, no anticipated change in workload – In addition to the use of 1 hour as writing instruction and workshops on existing course assignments
- Vote: Increase CHEME 437 to 4 credits so that CHEME 436 and CHEME 437 can, in combination, satisfy 7 cr. of technical writing.

**Motion** was made to change program and course numbers by: E. Stuve

**Second:** A. Prybutok

**Vote passed unanimously**

### **Communication practices, accessibility and ongoing safety concerns (Carothers/All)**

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- A dialogue was shared among faculty and staff regarding lapses in certain policies and procedures, which led to certain gaps in communication.
- To emend these gaps Graduate handbooks will be updated with current guidelines and a graduate student representative will have the opportunity to be present for all future faculty meetings.