**DEPARTMENT OF CHEMISTRY**

**TENNESSEE STATE UNIVERSITY**

**MINUTES OF CHEMISTRY ADVISORY BOARD MEETING**

**Chemistry Conference Room**

**July 28, 2017**

**10:30 AM**

Present: Dr. Joey Barnett, Dr. Niyi Fadeyi, Dr. Josh Moore, Dr. Mohammad Karim, Dr. Lonnie Sharpe, Dr. Jeanita Pritchett (via phone), Dr. Gerry Bramwell (via phone), Ms. Kara Allen (via phone)

Absent: Dr. Susan Sutton, Mr. Donald Yowell

**Meeting was called to order at 10:45 AM**

**Selection of Scribe/Secretary:**

Dr. Moore volunteered to take the meeting minutes.

**Approval of the Minutes of the April 2017 Meeting**

The minutes of the April 2017 advisory board meeting were made available via the website for review by the advisory board members.

A motion to accept the minutes of the April 2017 meeting of the TSU Chemistry Advisory Board was made by Dr. Barnett and properly seconded by Dr. Fadeyi. No comments, revisions, or changes were made. Having no additional discussion the minutes were accepted by unanimous acclamation.

**Discussion/Approval of the Advisory Board Bylaws**

The bylaws were amended to include the corrections, revisions and clarifications stipulated in the minutes of the April 2017 advisory board meeting. The advisory board bylaws were made available via the website for review by the advisory board members.

A motion to adopt the TSU Chemistry Advisory Board bylaws was made by Dr. Barnett and properly seconded by Dr. Bramwell. No comments, revisions, or changes were made. Having no additional discussion the minutes were accepted by unanimous acclamation.

**Election of the Advisory Board Chair & Vice Chair**

It was stated that the primary duties of the advisory board chair would be to preside over board meetings and to represent the board and the department at events. Additionally, the chair would represent the board and the department in matters involving the university administration. It was agreed that the advisory board chair should be a member that lives in the Nashville local area, while the vice-chair could be a non-local board member.

Dr. Susan Sutton was nominated for the position of advisory board chair by Dr. Fadeyi and the nomination was properly seconded by Dr. Barnett. Having no additional nominations, Dr. Sutton’s nomination was approved by unanimous acclamation. NOTE: Dr. Karim will notify Dr. Sutton and consult with her regarding duties.

Dr. Fadeyi was nominated for the position of advisory board vice chair by Dr. Barnett and the nomination was properly seconded by Dr. Pritchett. Having no additional nominations, Dr. Fadeyi’s nomination was approved by unanimous acclamation.

**Goal Setting for the 2017-2018 Academic Year**

1. *Curriculum Review/Development:* Dr. Fadeyi and Dr. Karim suggested that the department’s various curriculum tracks and course offerings be reviewed to ensure that our graduates are being adequately prepared for the rapidly expanding new areas of chemistry and chemical research such as chemical biology. Where applicable/feasible, new courses could be developed to help make our graduates more marketable.
2. *Student Development:*
	1. Dr. Pritchett suggested that we make efforts to aid our students in developing their professional network. Student fear of material being “over their head” was mentioned as a major concern and possible reason why some students don’t go on to pursue advanced degrees. It was suggested that opportunities to expose our students to graduate level research by attending various seminars, lecture and symposia would give them access to meet not only the speakers but also mingle with the graduate students. Dr. Barnett mentioned that Vanderbilt has multiple opportunities for student interactions of this kind including the Vanderbilt Discovery lectures among others.
	2. Dr. Pritchett further suggested that improving of efforts to teach our students effective communication skills should be a concern. In addition to being able to effectively write papers and proposals, students need to be able to present oral presentations and posters in professional setting. To that end, Dr. Karim mentioned that Dr. Moore will be taking over and revamping the department’s Scientific Communication course. Not only do our students need to be able to present themselves and their research in a formal symposium setting, they should also be able to effectively present themselves and their research in informal settings as well giving the sol-called “elevator pitches” or a “3 minute thesis.”
3. *Securing Internships:* It was suggested by several meeting attendees that we need to make every effort to create opportunities for our students that have the potential to lead to jobs after graduation or graduate education at major institutions.
	1. Dr. Pritchett suggested that develop an online opportunity database listing all of the opportunity descriptions, deadlines, etc. for all of the internships and summer REU programs that for which the department receives notices. The idea is to get more students looking for, applying for and ultimately getting selected for these opportunities.
4. *Entrepreneurship:* Getting students involved in grand challenge kinds of research can lead to not only student engagement, but also funding.
	1. TN Technology Challenge is a possibility that was mentioned by Dr. Barnett in which student teams come up with unique ideas to address various technological problems. The teams them present not only their science to address the problem, but also a business plan. Successful teams can receive funding for their plans.
	2. Dr. Fadeyi mentioned that his company routinely puts out calls for groups to address challenge areas that they are interested in.
5. *Fund Raising:* A major point of discussion was funding and fundraising opportunities for the chemistry department. Dr. Bramwell made several points/suggestions:
	1. The chemistry department, with the help of the advisory board, should look into setting up some kind of endowment.
	2. The question of could we approach the various industrial entities represented by the board to solicit funds to start such an endowment.
	3. To this end, Dr. Bramwell made a proposal (seconded by Dr. Fadeyi) that the department and the advisory board develop a proposal to establish an endowment for the department with a minimum starting amount of $50,000.
		1. An endowment of this kind with need to be set up through the TSU Foundation, so the specific rules and requirements for such an endowment need to carefully researched.

**Action Items:**

1. Dr. Karim, in consultation with the advisory board chair, meet to start fleshing out and developing these ideas to be presented at the next meeting of the advisory board.
2. Dr. Bramwell suggested a conference call between himself, Dr. Karim and Dr. Fadeyi to begin discussing a proposal for the development of an endowment.
3. Develop strategies to get more student participation in department activities as well as undergraduate research.

**Remarks from the Chair of the Board:** None

**Other Business:** None

Having no additional business to discuss, the meeting was adjourned at 12:25 PM.

Minutes recorded and respectfully submitted by Dr. Josh Moore.