**DEPARTMENT OF CHEMISTRY**

**TENNESSEE STATE UNIVERSITY**

**MINUTES OF CHEMISTRY ADVISORY BOARD MEETING**

**Chemistry Conference Room**

**October 13, 2017**

**10:00 AM**

Present: Dr. Susan Sutton, Dr. Josh Moore, Dr. Mohammad Karim, Dr. Gerry Bramwell (via phone), Ms. Kara Allen (via phone)

Absent: Dr. Joey Barnett, Dr. Niyi Fadeyi, Mr. Donald Yowell, Dr. Lonnie Sharpe, Dr. Jeanita Pritchett,

**Meeting was called to order at 10:09 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. Bramwell and properly seconded by Kara Allen. No comments, revisions, or changes were made. Having no additional discussion the minutes were accepted by unanimous acclamation.

**Fundraising**

One of the action items from the July 2017 meeting indicated that a meeting/teleconference between Drs. Bramwell, Fadeyi, and Karim was to take place to begin discussion of a proposal for the establishment of an endowment for the chemistry department. Dr. Sharpe was going to contact the TSU Foundation to look into the rules and procedure for developing an endowment. Neither of these items has happened yet.

Comments from Dr. Bramwell

* We need to coordinate our fundraising efforts with those of the university so we don’t step on any toes or encroach on any existing fundraising efforts.
* We should stay relatively quiet in our fundraising efforts until we have reached the halfway point (~$25,000) our initial fundraising goal.
* We need to be sure that, whatever type of endowment is set-up, the account is iron-clad and cannot be tampered with
* The account must be earmarked for chemistry only.

Potential Uses of the Funds:

* Establishment of an endowed chair/professorship position
  + Chemistry faculty are underpaid and, as such, it is difficult to attract new teaching/research talent to the department. The endowed chair could serve as a way to attract new people to the department.
* Purchase gently “used” research/laboratory equipment from local companies.
  + Purchase of the necessary service contract as well.
* Student support:
  + Book scholarships
  + Support travel to conferences
  + Possibly for tuition scholarships

Next Steps:

1. Drs. Sharpe & Karim will work with the university to discuss endowment policies, procedures and rules
2. Establish an endowment sub-committee to work on these fundraising efforts. The sub-committee will consist of Drs. Karim, Fadeyi, Bramwell, and Sharpe.

**Student Involvement in Department Activities and UG Research**

Discussion Items:

* We need to make more/better/regular use of Vanderbilt University for seminars and student networking
  + Would it be possible to take regular trips to Vanderbilt using the university shuttle or van, etc.? Could the deans share the travel costs to support such trips?
* We need to start very early, as early as the freshman year, with involving students in research-related activities.
* Inquiry-based learning style classes as a lead-in to research interest/involvement
  + Investigate the myriad ways to incorporate more open-ended problem solving into lower level chemistry classes
  + These inquiry-based class techniques are very different from the very traditional lecture style and would require buy-in from all faculty to make it effective.
* Studies have shown that a 2-semester research experience is no better that a 1-semester experience. For the most meaningful research experience, a 3-semester experience is needed.

Next Steps:

1. The undergraduate curriculum committee needs to look into alternate types of capstone course experiences and how new kinds of inquiry-based experiences could be implemented.
2. Establish a curriculum sub-committee to investigate new courses and inquiry-based learning incorporation. The sub-committee will consist of Drs. Fadeyi, Sutton, Moore and Mrs. Allen.

**Role of the Advisory Board**

* The advisory board will meet biannually in the fall and spring semesters.
* The department will present quarterly reports on advancements with board related initiatives

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

**Other Business:** None

Having no additional business to discuss, the meeting was adjourned at 11:06 AM.

Minutes recorded and respectfully submitted by Dr. Josh Moore.