

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 560 - Equipment, technology and facilities requests for Chemistry

Objective Description:

To provide the technology to support instruction for all types of learners.

Start Date: 1/20/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date: 6/30/2017	Completion Date:	Task Status: New	Budget: \$9,000

Purchase Mel-Temps. Mel-Temps allow students to quickly and safely determine the melting points of solids. This apparatus replaces the old way of doing it with Thiele Tubes and mineral oil which were a burn and fire hazard. This instrument has now been integrated into all levels of chemistry.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Mel-Temps	\$9000.00	\$9000.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
1/20/2017

Task Type:

Priority Level:
High

Task Order:
2

Due Date:
6/30/2017

Completion Date:

Task Status:
New

Budget:
\$6,500

To purchase 10 Used spectronic 20's. These are used in 3-4 labs a semester. A workhorse instrument, they are used to reinforce the classroom teaching of kinetics, equilibrium, and concentration. The reason we are looking to purchase used spec 20's is the new ones run between 2200-3000 dollars a piece. Additionally, the modern digital instruments are not appropriate to teach the operation theory of the instruments or the basis for their operation.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Spectronic 20	\$6500.00	\$6500.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
1/20/2017

Task Type:

Priority Level:
High

Task Order:
3

Due Date:
6/20/2017

Completion Date:

Task Status:
New

Budget:
\$12,000

The department requested 4 Vernier GC plus instruments last year to pilot their capability in the organic chemistry laboratory. These instruments are an asset since we increase student accessibility to this analytical technique and we eliminate the use of flammable and dangerous compressed gasses. However, having 32 students in a class, we need at least 4 more units (4 students per instrument as opposed to 8 students per instrument) for students to complete their lab in the typical three-hour lab period.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Vernier GC plus Gas Chromatography	\$12000.00	\$12000.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/23/2017 **Task Type:** Resource Request **Priority Level:** High **Task Order:** 4
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$4,300

Between Canada Organic Chemistry and Berkeley Organic Chemistry section, the enrollment in Organic Chemistry has more than doubled. Student use micro kits in their experiments. We need to purchase 20 micro kits to keep up with the enrollment increase. The micro kits from Quark Glass Catalog # QMS-0-2 are a more economic alternative to the traditional Corning micro kits (about half the price).

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Mico Kits from Quartz	\$4300.00	\$4300.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/23/2017 **Task Type:** Resource Request **Priority Level:** High **Task Order:** 5
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$11,000

Purchase 20 7" Hotplate/stirrers. Hot plate/stirrers are the centerpiece of any chemistry workbench. Used anytime heating is needed and/or stirring. I have in the past asked for a replacement budget so we could replace several a year that either die a natural death or are inadvertently destroyed by students. However due to the lack of such a budget we have reached critical mass and need a complete replacement. These Hotplate/stirrers were purchased over almost a decade ago. Reliable and properly working hotplate/stirrers are important to both student success and safety.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Supply	Chemistry	Hot Plate/Stirrer 7"	\$11000.00	\$11000.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 2/23/2017 **Task Type:** **Priority Level:** Medium **Task Order:** 6
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$7,000

To purchase 2 new centrifuges to be used by the chemistry for health science students. The 410 class currently shares centrifuges with the other chemistry offerings. This often leads to scheduling conflicts and a long wait to spin down solutions. A centrifuge is a basic piece of equipment in any bio-medical lab. The inordinate wait time to perform this simple procedure leads to frustration and incomplete learning experiences. Currently, a simple separation of fat from milk experiment requires 8 students to share one milk sample result.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Chemistry	Centrifuge	\$7000.00	\$7000.00

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 2/23/2017 **Task Type:** Resource Request **Priority Level:** Medium **Task Order:** 7
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$9,000

Purchase a new vacuum pump to replace the undersized pump on our GC/MS. The current pump often overheats during use leading to instrument failure.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
Equipm	Chemistry	Vacuum Pump	\$9000.00	\$9000.00

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 582 - Increase communication with the counseling department

Objective Description:

Students get assistance from counselors to select and schedule classes. It is necessary for the chemistry department to keep counselors updated on requirements, curricular and program changes so they can assist students in creating their most accurate student educational plan.

Chemistry instructors would like to attend counselor meetings periodically and to identify a point of contact to submit any departmental changes for distribution to the academic counselors.

Start Date: 8/21/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Contact the Counseling Department to get their meetings agenda.
Schedule time to present at counselor meetings when relevant.
Identify a contact person to maintain communication.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 583 - Chemistry Tutoring Improvement

Objective Description:

Identify ways to improve the existing chemistry tutoring student support service

Start Date:	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Contact the Learning Center to schedule an appointment.
Meet with Learning Center staff to design a more effective process to identify dedicated and qualified tutors for all chemistry classes.
Identify budgetary needs associated with a potential increase in tutoring staff.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 585 - CHEM Jam Development

Objective Description:

Collaborate with the STEM Center to design and implement an academic support program to help students get ready for transferable and required college chemistry courses.

Start Date: 3/1/2017	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$0

Meet with STEM Center staff to identify needs.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 3/3/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 2
Due Date:	Completion Date:	Task Status: Planning/Discussion (25%)	Budget: \$0

Train staff and evaluate laboratory curriculum to make recommendations for improvement, if needed.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 8/7/2017	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 3
Due Date: 8/11/2017	Completion Date:	Task Status: New	Budget: \$0

Offer Fall 2017 CHEM Jam session.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 586 - Chemistry General Education Course

Objective Description:

Explore the possibility of creating a general education stand alone chemistry course as an option to fulfill the general education science requirement.

Start Date: 8/16/2017	Task Type: Departmental Action Plan	Priority Level: Medium	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Gather information on available general education stand alone chemistry courses.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 8/16/2017 **Task Type:** Departmental Action Plan **Priority Level:** Medium **Task Order:** 2
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

Determine the need for a chemistry general education course.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 1/15/2018 **Task Type:** Departmental Action Plan **Priority Level:** Medium **Task Order:** 3
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

Identify topics for the course and write the curriculum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
2/15/2017

Task Type:
Departmental Action
Plan

Priority Level:
Medium

Task Order:
4

Due Date:

Completion Date:

Task Status:
New

Budget:
\$0

Submit the course to curriculum committee for approval.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 587 - Adopt and Design Greener Laboratory Curriculum

Objective Description:

?The department is continuously looking for alternative experiments to teach the required laboratory chemistry concepts in a safer and cost effective manner. This means using regular household items and eliminating hazardous waste.

We have identified two new experiments:

1. Use of Vienna sausages to explore calorimetry in general chemistry.
2. Use of a recyclable oxidizing agent in a solvent free reaction in organic chemistry lab.

Start Date: 8/14/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date: 9/29/2017	Completion Date:	Task Status: New	Budget: \$0

Gather required materials and supplies to run experiments.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 10/31/2017 **Task Type:** Departmental Action Plan **Priority Level:** Medium **Task Order:** 2
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

Hold a departmental meeting to analyze the results of the experiments and make adoption recommendation.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: **Task Type:** Departmental Action Plan **Priority Level:** Medium **Task Order:** 3
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

Pilot new laboratory curriculum.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date:
8/15/2018

Task Type:
Departmental Action
Plan

Priority Level:
Medium

Task Order:
4

Due Date:

Completion Date:

Task Status:
New

Budget:
\$0

Analyze the results of the pilot project to make recommendations for adoption.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 588 - Hire staff to support the Chemical Analytical Instrumentation Inventory and oversee the Honors Laboratory Research Program

Objective Description:

Analytical instrumentation is an integral part of the chemistry curriculum. Students are expected to have the basic knowledge in operating this instruments when they transfer or search for employment. This instruments must be continuously maintained to work properly. This requires dedicated time and daily monitoring. Teaching faculty do not have the needed dedicated time. This has resulted in instruments not being used as they should. This instruments are used by students in Honors projects. This projects often times need to be put on hold. Having a dedicated staff to maintain the instruments and supervise the Honors students is the only way the department can make use of the costly equipment and support Honors students who conduct independent laboratory research.

Start Date: 8/1/2017	Task Type:	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

If the request for the staff member is approved, the chemistry department will establish a working schedule to accomplish all the tasks necessary to complete the hiring process.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 589 - High Pressure Liquid Chromatography Training

Objective Description:

Train chemistry faculty in the use of HPLC so it can be incorporated in teaching laboratories. This is one of the most important analytical techniques used in any chemistry and biochemistry laboratory. Students who know this technique will be more marketable when looking for employment in these fields.

Start Date: 8/15/2017	Task Type: Departmental Action Plan	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Contact the Erin Moore to explain our request.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Start Date: 9/30/2017 **Task Type:** Departmental Action Plan **Priority Level:** High **Task Order:** 2
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

The department meets to select dates and identify the trainer (Perkin Elmer or Agilent) and cost.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Start Date: 8/15/2017 **Task Type:** Resource Request **Priority Level:** High **Task Order:** 3
Due Date: **Completion Date:** **Task Status:** New **Budget:** \$0

Maintain constant communication with Erin Moore to coordinate a possible Flex Day activity

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	

Task Details Report

Planning Unit: Chemistry
Unit Manager: Lead Faculty, Chemistry

Objective: 590 - Certified Hazmat/ Emergency Response District Instructor Visit to Labs

Objective Description:

To have a Certified Hazmat/ Emergency Response District Instructor visit the chemistry laboratories during the first week of classes to instruct students, staff and instructors on the proper safety and emergency response procedures.

Start Date: 5/12/2017	Task Type: Resource Request	Priority Level: High	Task Order: 1
Due Date:	Completion Date:	Task Status: New	Budget: \$0

Contact the District to coordinate a visit at the beginning of each semester.

Budget Remarks:

Date:	Name:	Remarks:
No Data to Display		

Budget Details:

GL Code	Account	Description	Requested	Approved
No Data to Display				

Assignment Details:

Name:	Email:
No Data to Display	