

Minutes

for the Physics Department meeting
held on Tuesday, Feb 3, 2014 in UH168

Present: Abdelkrim Boukahil, Robert Benjamin, Juliana Constantinescu, Paul Rybski,
Steve Sahyun, Ozgur Yavuzcetin

Absent: Jalal Nawash (ill)

- I. Benjamin called the meeting to order at 5:13 pm
- II. The review and approval of minutes from previous meeting was postponed
- III. Old Business
 - a. There was no old business.
- IV. New Business
 - a. Chancellor Search—Benjamin discussed the Chancellor search and asked members of the department for their advice and thoughts on what characteristics and qualities we should be looking for in a new Chancellor.
 - b. Science Outreach —Benjamin handed out information provided by UW-W Science Outreach director Dr. Anna Courtier on upcoming events for Spring 2015. Sahyun expressed interest in attending the Lake Geneva event; Rybski said he would check into the status of Earth Day events.
 - c. The department reviewed and discussed the scheduling of courses for Fall 2015.
 - d. There was no other new business.
- V. Announcements
 - a. Chair's Announcements
 - i. Student Summer Research/Scholarships—Benjamin reminded everyone that qualified students should be applying for student research and scholarships and announced that the Physics Department will now be deciding on the Prucha Scholarship recipients.
 - ii. Budget Updates
 1. The Departmental Supplies/Equipment Budget is in fairly good shape. Of the discretionary budget, 55% of the yearly budget has been spent. However, non-essential items may not be approved until the end of year just to make sure we have funds to cover emergencies like equipment failures.
 2. The Student Tutoring (and lab setup) costs from last semester were significantly over budget, with 67% of the budget used in the Fall semester. We will need to economize this semester. Please make

sure that tutors log all student contacts. Courses without many students coming in for tutoring may need to have their hours reduced. Benjamin will also look into getting either additional funding or transferring money into this account from services and supplies.

3. Significant funds remain of the \$6250 allocated for Student Research support by the Provost, with only Yavuzcetin spending his full allotment. Constantinescu indicated she would not be able to support any students this semester. This funding will be redistributed among the other department members. Benjamin requested that all faculty prepare budgets for student research help by next meeting and indicated that he would prepare a spreadsheet for this.
4. Dean Travis has suggested that department look into spending the funds in Federal Indirect accounts. Constantinescu, Sahyun, and Nawash have some funds remaining in the shared department account and shared plans to use these funds by June 30.

iii. Administrative Council Report was postponed.

- b. College and University Committee Reports were postponed.
- c. There were no other announcements.

VI. Boukahil/Sahyun moved for the adjournment of the meeting at 6:21 pm. Motion passed.

Submitted by B. Benjamin, secretary of the day

Cc: Dean David Travis