TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:
Request for Designator Creation/Change

I. INFORMATION:

1. Department(s) Proposing Designator Change/Creation: Chemistry

2. College(s): CAS

3. Proposal prepared by: Karl Peterson Date: 09/30/15

4. Check all that apply
   □ New Designator
   □ Change In Designator
   Department Name Change

5. Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):
   a.) Chemistry  b.) Biotechnology  c.)  d.)

6. Proposed Catalog year of Implementation: Year as soon as practical
   Note: Must be done in consultation with the Registrar’s Office.

7. Attach Request Narrative: Include in narrative on attached pages a rationale for the requested changes or creation of a designator. Include a listing of courses affected by the designator change/creation. Also list all courses affected by the designator change/creation. Include the current and proposed designator assignments for all affected courses.

8. UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in “5” above), are on the 2nd page of this form. These signatures should be obtained prior to review by all other shared governance levels.

Department/Program Chair

Signature  Date 9/30/15

Registrar

Dean of College

Academic Policy & Program Cmtt. Chair

Signature  Date 10/4/15

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Registrar’s office upon final approval. The Registrar’s office will notify all appropriate administrative offices [Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.
TRANSMITTAL for COURSE DESIGNATOR CHANGE/CREATION:

Signatures of Additional Department & Colleges Consulted

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Department name change proposal

Current name: Department of Chemistry
Proposed name: Department of Chemistry and Biotechnology

Rationale:

The Department of Chemistry assumed the administration of the Biotechnology program beginning on July 1, 2014. At the September 26, 2014 meeting of the Chemistry faculty a motion was approved to pursue changing the name of the department to the Department of Chemistry and Biotechnology (meeting minutes included below; New Business d)). This change is intended to provide equal billing to the two programs that are administered by our Department. The change may also raise the profile of the Biotechnology program to help students, faculty, and staff locate the administrative home of the program.

Karl P. Peterson, Ph.D.

[Signature]
Professor and Chair
Department of Chemistry
Department of Chemistry Faculty Meeting Minutes

September 26, 2014

Members present: Marilyn Duerst, Ross Jilk, Michael Kahlow, Lisa Kroutil, Dan Marchand, Kevin McLaughlin, Barb Nielsen, Karl Peterson, David Rusterholz, Jamie Schneider, Stacey Stoffregen

The chair called the meeting to order at 2:00 p.m.

A motion to approve the minutes of the Sept. 12 meeting was made. (MAK/JS) Motion passed.

Announcements
- Karl announced that library requests are currently being accepted.
- Cards displaying the periodic table and info about our department are now available. These will be distributed to local high schools.
- The first seminar of the semester will be presented by Mike Thompson next week (Friday, Oct. 3)
- We have been contacted by an industry called GDSI that makes circuits and membranes. They are interested in possible collaborations. Would we like to get involved?
- We have an opportunity to update our personal webpages. Talk to Stacey.
- Bruce Benson of the University of Minnesota College of Pharmacy will be on campus on Wednesday, October 22 to visit with prospective pharmacy students.

Old Business
So far, 12 applicants have indicated their interested in the advertised faculty position. The review start date is October 17th. It is hoped that we will be able to bring some candidates to campus yet this semester.

New Business
a) Relative to his performance review, Dustin Andert spoke about his contributions during the past year. The chair collected comments from various members.
b) We have the opportunity to bring in an external reviewer for our chemistry program, our biotechnology program or both. We are up for review next year, and a request for an external reviewer must be submitted by Nov. 1st. The merits of doing this, and possible sources for a reviewer were discussed. General consensus was that we would like to bring in a reviewer for both programs.
c) Mike Kahlow gave a demonstration of our new web page and discussion followed as to what changes might be made to old web pages and what new features we may want on the new page.
d) The possibility of changing the department name was suggested. Some possible merits of doing so were voiced. A motion was made to change the name to: “The Department of Chemistry and Biotechnology” (RJ/LK) Motion passed with one abstention.

Motion to adjourn (MAK/MD) passed.

Respectfully submitted,

David Rusterholz