

Minutes of COCTYC Meeting
189th 2YC3 Conference
Portland CC – Sylvania Campus, Portland, OR
September 10, 2010

Members in attendance: Jeffery Cramer (Past Chair, DivCHED rep), Julie Ellefson-Kuehn (Treasurer/College Sponsors), Jason Jadin (Chair-elect 2011, non-voting member), Michael Lee (Past Chair/RAB Coord), Lance Lund (Chair), Mark Matthews (Chair Elect), Candice McCloskey (Past Chair/Future Sites), Jim Schneider (Newsletter)

Also in attendance: Tom Higgins, Harold Washington College (Chicago, IL)

Members absence: Luca Preziati (Webmaster), Frank Ramadaya (Membership), Michele Turner (Industrial Sponsors)

Pre: Motions made via email since San Francisco COCTYC meeting

- April 8: That COCTYC appoint Frank to a second term
 - Seconded and pass unanimously
- April 21: That 2YC3 places an announcement in the Newsletter about the Bill Mooney scholarship asking for voluntary donations and that no fee will be charged for this announcement.
 - Seconded, but failed unanimously after discussion.
- April 21: That 2YC3 includes a line on our annual dues statement for a voluntary contribution to this fund.
 - Seconded, but failed unanimously after discussion.

- I. Meeting called to order by Lance Lund at 2:50 p.m.
- II. Approval of minutes from San Francisco COCTYC meeting:
 - a. Correction: Future sites: Harper was approved, status should be “Go”
 - b. **Motion:** to approve minutes with aforementioned corrections
 - i. Seconded and **passed** unanimously.
- III. 189th Conference Debriefing
 - a. At this time members of the 189th planning committee (PC) were present to discuss their experiences organizing the conference, which were positive overall. Suggestions to the COCTYC included
 - i. Dealing with money took a lot of time and energy; online payments through new site would be preferred.
 - ii. Seed money was enough, though there was some confusion over industrial fees and member/nonmember registration.
 - iii. The planning committee suggests better communication between Industrial Sponsors Chair and sponsors earlier in the planning process.
 - iv. They also suggests charging slighter increased registration fee for late registrants
 - b. Attendance of 189th conference: 90

- c. The COCTYC thanked the planning committee for their hard work and congratulated them for a successful conference. The planning committee then excused themselves from the meeting.

IV. RAB Report (Michaleen):

- a. Michaleen distributed copies of the RAB Report (see Appendix). Overall, the RABs are still in good shape.
- b. One term is set to expire in both the Western and Southern regions.

Motion: to remove Peter Pascucci from the Eastern Region. There was no second and the motion died

Motion: To accept Bassam Attili to the Eastern RAB; seconded and **passed** unanimously

- c. There was concern that some members of the committee were no longer 2YC₃ members.

Action item: Frank needs to verify that RABs are still members of 2YC₃.

V. Future Sites Report (Candice):

- a. Candice distributed copies of the Future Sites Report (see Appendix).
- b. Letters for all 2011 received, needs approval

Motion: Approve all 2011 letters
i. Seconded and **passed** unanimously.

- c. **Motion:** Add a fourth conference during even years, not including BCCE, effective 2012
 - i. *Discussion:* There are members who wish to give conferences at their schools and the organization should take advantage of this.
 - ii. Seconded and **passed** unanimously.
- d. Stark State requests additional funding to assist in celebrating 2YC3's 50th anniversary (192nd); e.g., to bring in special speakers
 - i. The committee decided that it would be better if all four of next year's conferences each do a smaller celebration instead of a single large one at Stark. This would make the 50th anniversary more of a national, year-long celebration.
 - ii. Item to be discussed further at the 190th COCTYC meeting during Treasurer's report
- e. **Motion:** Beginning with the 191st conference, the standard registration fee will be increased to \$40 with a late registration fee of \$50 for all registrations within the two weeks prior to a conference's starting date.
 - i. *Discussion:* Adjuncts should be only be charged \$20 (late fee \$25)
 - ii. Motion amended as such
 - iii. Seconded and **passed** unanimously

VI. Newsletter Report (Jim):

- a. There was no noticeable effect from the mass emailing of the summer newsletter (see Part IV of the 187th minutes). Furthermore, there seemed

to be some redundancy with people getting duplicates on top of their regular copy. While this experiment may be repeated at a later time, the committee as a whole didn't see the need for more mass emailings in the immediate future.

- b. There have been no new advertisers in recent years. Jim is looking for ways to attract new advertisers.
- c. It was suggested that 2YC₃ should publish a special issue of the newsletter in honor of the organizations 50th anniversary.

Action item: Mark will assemble a list of contributors to this special issue.

VII. Membership Report.

- a. Lance distributed copies of Frank's report (see Appendix)
- b. Current membership: 437

VIII. Treasurer's report (Julie)

- a. Julie distributed copies of Treasurer's report (see Appendix)
- b. There are small discrepancies between Treasurer and Membership reports because of the current transition between past and current Treasurer. This transition should be finalized by next report and things should match up better at that time.
- c. Stamps have been given to both Membership and Industrial Sponsors chairs so they can deposit fees themselves, directly to the 2YC₃ account.
- d. Julie would like another member of the committee to have access to account. She doesn't feel comfortable writing reimbursement checks to herself, plus it would allow some else to distribute funds in the event that she's unable to do this (e.g., medical emergency).
- e. **Motion:** Request to DivCHED that they increase their contribution to \$4000 from \$2000, effective 2011.
 - i. *Discussion:* No increase has been requested since early 1990's
 - ii. Seconded and **passed** unanimously.

IX. College Sponsor's report

- a. Julie distributed copies of the College Sponsor's Report (see Appendix).

X. Industrial Sponsors

- a. Lance distributed copies of Michele's report (see Appendix).

XI. Webmaster

- a. Lance distributed copies of Luca's report (see Appendix).

XII. DivCHED

- a. See Appendix
- b. The committee requested that future emails from DivCHED should also be sent to the chair (chair@2yc3.org) to ensure proper communication between DivCHED and 2YC₃
- c. ACS is seeking input on how they can retain membership during first five years.
- d. There may be difficulties securing a 2YC₃ member as program chair for future BCCE meetings (after 2012).
- e. Julie should talk to DivCHED about future investments of funds

XIII. Old Business

- a. Updates to By-Laws & Policies and Procedures
 - i. Jeff is still waiting for responses from committee

Action item: Committee needs to review document, Jeff will send reminders

Motion: All changes will submitted by Nov. 1, sent to committee by Nov. 7th to vote on at 190th meeting; seconded and **passed** unanimously.

- b. Updates to Conference Planning Manual.
 - i. Draft will be sent to past four program chairs to review and comment. It will also be sent to the 191st chair ASAP.
 - ii. The committee will vote on the rough draft at the 190th meeting.

XIV. New Business

- a. Jim is stepping down at the end of next year as Newsletter Editor.

Motion: To allow Tom Higgins to serve as co-editor during 2010 and to finish Jim's term during 2011, with no additional travel funds to be allocated; seconded and **passed** unanimously.

- b. Exploring the use of ACS guidelines at Two-year colleges (see Appendix).
- c. Policies for use of the ACS Two-year College Database (see Appendix).
 - i. Attached, will discuss further in Raleigh

XV. Meeting was adjourned at 6:20 p.m.

RAB report for Portland meeting:

All RAB lists are current on the Website. I will be contacting the members whose terms end in 2010 to invite them to continue. The grant proposal writing under the leadership of Amy Jo Sanders is progressing. She is hoping that the RAB Regional Chairs will be able to meet in person in Raleigh.

2YC₃ Future Meeting Sites				August 24, 2010
2010	2011	2012	2013	
Lance Lund	Mark Matthews	Jason Jadin	????	
187 th March 19-20, 2010 Western (ACS San Francisco) City College of San Francisco: Program Chr: Bob Price Local Arr Chr: Malinda Pauly Exhibits Chr: Larry Fong Mentor: Lance Lund Status: Go	191 st March 25-26, 2011 Western (ACS Anaheim) Mount San Antonio College Program chair: Charlie Newman Mentor: Dick Gaglione Status : docs sent	195 th March 23-24, 2012 Western (ACS San Diego) Arizona Western College? Contact: Scott Donnelly Status: Working on approval	199 th April 5-6, 2013 Southern (ACS New Orleans)	
188 th Southern BCCE U of North Texas, Denton, TX 2YC3 Co-Chairs: Thomas Jose (Blinn College) and Susan Shieh Status: Go	192 nd May 20-21, 2011 Midwestern Stark State C, Canton, OH Program Chr: Amy Jo Sanders and Michele Turner Local Arr Chr:/Exhibits Chr: Daryl Stein, Indira Krishnan, Bill Robinson, and Luca Preziah Mentor: Jeff Cramer Status: docs sent	196 th Eastern BCCE Penn State 2YC3 Co-Chairs: Michele Turner and Tom Ederlein Status: waiting on docs	200 th Late Spring	
189 th September 10 -11, 2010 Western Portland CC, Portland Oregon Program Chr: Patty Maazouz Local Arr Chr: Gabriele Backes Exhibits Chr: Ken Friedrich Mentor: Jim Schneider Status: Go	193 rd Early Fall Southern Brevard CC, Florida Program Chr: Mary Roslonowski Local Arr Chr: Susan Styron Exhibits Chrs: Tatiana Zuvich and Christina Moisii Status: docs sent	197 th Early Fall Midwestern Harper College, Palatine IL Contacts: Julie Ellefson and Mark Sanford Status: docs sent	201 st Early Fall	
190 th Nov. 12-13, 2010 Southern Wake Tech CC Raleigh, NC Program Chr: DeeDee Allen Local Arr Chr: TBA Exhibits Chr: Ajit Dixit Mentor: Mark Matthews Status: Go	194 th October 25-29, 2011 Eastern Montgomery College, MD? Contact: Bob Breneman Status – waiting on docs	198 th Late Fall Western Asked Scottsdale CC (AZ) Contact: Doug Sawyer Status: working on docs	202 nd Late Fall	

Future ACS National Meetings (from the ACS website)

- 239th ACS National Meeting & Exposition
March 21-25, 2010, San Francisco, California
- 241st ACS National Meeting & Exposition
March 27-31, 2011, Anaheim, California
- 243rd ACS National Meeting & Exposition
March 25-29, 2012, San Diego, California
- 245th ACS National Meeting & Exposition
April 7-11, 2013, New Orleans, Louisiana
- 247th ACS National Meeting & Exposition
March 16-20, 2014, Washington, D.C.
- 249th ACS National Meeting & Exposition
March 22-26, 2015, Denver, Colorado
- 251st ACS National Meeting & Exposition
March 13 - 17, 2016, San Diego, California
- 253rd ACS National Meeting & Exposition
April 2 - 6, 2017, San Francisco, California
- 255th ACS National Meeting & Exposition
March 18 – 22, 2018, New Orleans, Louisiana
- 257th ACS National Meeting & Exposition
March 31 - April 4, 2019, Orlando, Florida

From: Dr. Frank Ramdayal

To: Lance Lund

Subject: 2YC₃ Membership Report, August 2010

Please find below the numbers of **paying members** of the 2YC₃ for years 2010, 2009 and 2008.

Year	Date at which membership information is provided	Number of paying 2YC3members
2010	08/26/2010	437
2009	10/30/2009	395
2008	10/30/2008	389

Sincerely

Dr. Frank Ramdayal

2YC3 Treasurer's Report

INCOME	Budgeted	As of 8/30/10	Notes
2YC3 Memberships	\$6,000.00	\$5,491.70	All new members are not accounted for here, only those received after opening new account with Chase Bank
Joint Memberships	\$0.00		
Membership dues collected at conferences	\$2,750.00	\$1,300.00	received from San Francisco
Industry Sponsors	\$3,600.00	\$2,100.00	
College Sponsors	\$2,500.00	\$2,590.00	
Advertisements	\$4,000.00	\$3,500.00	
Div. Chem Ed.	\$2,000.00	\$2,000.00	
Seed Money Refund	\$0.00		
Interest	\$0.00		
Miscellaneous	\$0.00	\$300.00	received from San Francisco
Total Income	\$20,850.00	\$17,281.70	
EXPENSES			
Travel Reimbursement	\$11,200.00	\$4,502.88	
Office & Postage	\$1,200.00	\$47.52	
Newsletter (includes postage)	\$4,900.00	\$4,699.80	
Conference Mentoring & Training	\$0.00		
Sponsor Recruitment	\$0.00		
Seed Money for Meeting Sites	\$0.00	\$1,000.00	
Anniversary Plaques	\$0.00		
BCCE	\$1,500.00	\$1,500.00	
Retreat cost	\$1,000.00		
Brochure Cost	\$800.00		
Miscellaneous	\$0.00		
reinvestment of interest	\$0.00		
Total Expenses	\$20,600.00	\$11,750.20	
Net Income	\$250.00	\$5,531.50	

Chase Bank balance as of 8/30/10	\$35,638.39
----------------------------------	-------------

Julie Ellefson
 2YC3 Treasurer
 August 30, 2010

2010 College Sponsors

Thank you to all of the college sponsors who contribute in so many ways to the successful programs in 2YC₃. Many of these colleges have been supporting our efforts for over 30 years, not only with membership, but by supporting faculty as they participate in 2YC₃ activities. Don't see your college on the list? There's still time, contact Julie Ellefson at [collegesponsorchair@2YC₃.org](mailto:collegesponsorchair@2YC3.org).

College	State	College	State
Allegany College of Maryland	MD	Lone Star College – Montgomery	TX
Amarillo College	TX	Manchester Community College	CT
Anne Arundel Community College	MD	Marshalltown Community College	IA
Atlantic Cape Community College	NJ	McHenry County College	IL
Bellevue Community College	WA	Mercer County Community College	NJ
Brazosport College	TX	Miami Dade College	FL
Brevard Community College	FL	Middle Georgia College	GA
Bucks County Community College	PA	Miramir College	CA
Central Oregon Community College	OR	Monroe Community College	NY
Chattanooga State College	TN	Monroe County Community College	MI
Clark State Community College	OH	Nassau Community College	NY
Cleveland Community College	NC	Naugatuck Valley Community College	CT
College of DuPage	IL	Navarro College	TX
College of Lake County	IL	North Seattle Community College	WA
College of Southern Idaho	ID	Northeast Texas Community College	TX
Collin County Community College	TX	Olympic College	WA
Community College of Philadelphia	PA	Ozarks Technical Community College	MO
County College of Morris	NJ	Paris Junior College	TX
Delaware Valley College	PA	Pima Community College	AZ
East Central College	MO	Portland Community College – Sylvania Campus	OR
Eastern Arizona College	AZ	Reading Area Community College	PA
El Camino Community College	CA	Santa Monica College	CA
El Centro College	TX	Schoolcraft College	MI
Gainesville State College	GA	Seattle Central Community College	WA
Garden City Community College	KS	Sierra College	CA
Genesee Community College	NY	Solano Community College	CA
Georgia Perimeter College	GA	South Arkansas Community College	AR
Gloucester County College	NJ	South Suburban College	IL
Grand Rapids Community College	MI	Stark State College of Technology	OH
Harper College	IL	Tarrant County College-NE	TX
Hillsborough Community College	FL	Texarkana College	TX
Holyoke Community College	MA	Vincennes University	IN
Hudson Valley Community College	NY	Wake Technical Community College	NC
Hutchinson Community College	KS	Walters State Community College	TN
Jefferson Community College	NY	Washington State Community College	OH
Kilgore College	TX	Yakima Valley Community College	WA
Linn-Benton Community College	OR	Zane State College	OH

From: Michele Turner, Industrial Sponsor

To: Lance Lund, Chair of 2YC3

Date: August 31, 2010

Subject: 2YC₃ Industrial Sponsor Report

Currently, there are twenty industrial sponsor members. All annual dues for all membership are up to date.

Invoices for the ads in issues I, II, and III have been sent out, and checks have been deposited in Chase bank. Julie sent a stamp to me which made processing these checks much easier. I will be sending out invoices for the ads placed in the newsletter issue IV soon.

In addition, I will be asking for ads to be placed in the next newsletter by mid-October.

Furthermore, I sent the exhibit packets to the exhibit chairs for both the upcoming conferences which will be held at the Portland Community College and the Wake Technology Community College. Yesterday, I e-mail each of these chairs to hear of their progress. Currently, I am waiting to hear back from them.

The attachment contains the current contact information of our industrial sponsors. If you have any questions, please feel free to contact me.

Sincerely,

Michele Turner

**2YC3 Industrial Sponsors
Membership Informtion**

*31-Aug-10
cmt page 1*

Name of Company	Website	Mailing Address	City, State, Zip
Academx Publishing Services	www.academx.com	547 Country Ridge Circle	Bel Air, MD 21015
ACS Education Division	www.chemistry.org	1155 16th St. N.W.	Washington DC 20036
ACS Exams Institute		Chemistry Dept, 0213 Gilman Hall	Ames, IA 50011
		Iowa State University	
Agilent Technologies		2850 Centerville Rd.	Wilmington, DE 19808
Anasazi Instruments	www.aiinmr.com	4101 Cashard Avenue #103	Indianapolis, IN46203
Cengage Learning	www.thomsonedu.com	10 Davis Drive	Belmont, CA 94002
Educational Innovations, Inc.		362 Main Avenue	Norwalk, CT 06851
Edu-Chem Innovations	www.edu-chem.com	101 Malaga Street	Royal Palm Beach, FL 33411
Hayden-McNeil	www.hmpublishing.com	14903 Pilot Drive	Plymouth, MI 48170
John Wiley and Sons	www.wiley.com	111 River Street, 6th floor	Hoboken, NJ 07030-5774
Journal of Chemical Education	jchemed.chem.wisc.edu	Department of Chemistry	Madison, WI 53706
		University of Wisconsin - Madison	
		1101 University Avenue	
MeasureNet Technology	www.measurenet-tech.com	4242 Airport Rd.	Cincinnati, OH 45226-1615
Mettler-Toledo	us.mt.com	1900 Polaris Parkway	Columbus, OH 43240-2020
Microlab, Inc	www.microlabinfo.com	1600 Ellis Street, Suite 1B	Bozeman, MT 59771-7358
Pasco Scientific	www.pasco.com	10101 Foothills Blvd.	Roseville, CA 95747
Perkin-Elmer ASLS, Inc.	www.perkinelmer.com	710 Bridgeport Avenue	Sheldon, CT 06484
Shimadzu Scientific Instruments, Inc	www.shimadzu.com	7102 Riverwood Drive	Columbia, MD 21046
Stark State College		6200 Frank Avenue, N.W.	Canton, OH 44720
Vernier Software and Technology	www.vernier.com	13979 S.W. Millikan Way	Beaverton, OR 97005
WebAssign	www.webassign.com	1730 Varsity Drive, Suite 200	Raleigh, NC 27606

Webmaster Report

August 2010

The 2yc3.org website is currently transitioning to a new version; the new website is scheduled to be available in January 2011.

The new version will include the following features:

- **User "login" with personalized content.**
For instance, the website will show which conferences the user is registered for and the membership renewal date.
- **Dynamic content.**
A few items, like the members list, will automatically update when a new member subscribe or when a membership expires
- **New conference/membership forms.**
Users will be able to register to conferences, renew their membership and pay for those transactions online via Paypal.
- **New Design**

Complete tasks as of August 2010:

A preview of the new version's design is currently available here:

http://www.2yc3.org/new_version/

A new conference registration form is available here:

http://www.2yc3.org/new_version/registration.htm

The website has been successfully moved to a new server that will allow online payments and dynamic content.

Luca Preziati.

2YC3 Webmaster.

Report of DivCHED Liaison from 2YC₃, 30 August 2010, Jeff Cramer

Notes of the **DivCHEM Executive Committee** open meeting in Boston, MA (with ACS National Meeting) August 21, 2010 Saturday 2:00-4:00PM.

There was no 2YC₃ Report in the AGENDA- Executive Committee. I did not receive a copy of the agenda ahead of time either. We need to make sure that the 2YC₃ Chair and Liaison are on the DivCHED Secretary's email list. I had been on Don Wink's (Secretary) email list.

Anna Wilson commented on Arlene Russell's question about the \$2000 for 2YC₃ Budget line 4526. Anna said that 2YC₃ submits a "fair" budget and provides reasons for the \$2000 request and how it will be spent. I believe Anna meant Income Statement (Financial Report). I did not get to ask Anna what she meant by "fair" budget. I would encourage Julie to see if Anna has any recommendations for changing the budget submission. Arlene Russell is the DivCHED Chair Elect. I thanked her for her 2YC₃ support.

Secretary Don Wink passed out a card that asks 2 questions. What concerns do you have in the area of dues, dues modeling or member benefits? What solution(s) do you propose to address these concerns? Responses may be sent to: meminfo@acs.org. Comments are being accepted until September 10, 2010. Frank, would you send this via email to our members. This is for ACS membership. ACS tends to lose members within the first 5 years after joining.

There was no **Finance Committee** meeting since one was held at BCCE in Texas.

A Treasurer's Report is in the AGENDA Executive Committee.

There was no **Biennial Conference Committee** meeting since one was held at BCCE in Texas.

There is a BCC report of the meeting at BCCE in Texas is in AGENDA Executive Committee.

The 2010 BCCE at University of North Texas, Denton, TX has 65 exhibitors and more than 1230 attendees. There were 99 workshops and 787 papers and posters. Tom Jose and Susan Shih were 2YC₃ Program Chairs.

The 2012 BCCE will be at Penn State.

The 2014 BCCE will be August 3-7, 2014 at Grand Valley State University in Michigan.

There are discussions with University of Northern Colorado, Greeley, CO for the 2016 BCCE. Tentative dates are July 31- August 4, 2016.

After the Executive Committee meeting, Dick Jones informed me he is the 2YC₃ Liaison from DivCHED. He did not mention any responsibilities or other information such as term of office, how or when he was chosen.

Submitted by *Jeff Cramer*

Exploring the Use of *ACS Guidelines for Chemistry in Two-Year College Programs*

July 30 – August 1, 2010

Hyatt Regency Dallas Fort Worth

Participants:

Dolores Aquino
John Clevenger
Scott Donnelly
Tom Higgins
Jason Jadin
Lance Lund
Candice McCloskey
Frank Ramdayal

ACS Staff:

Joan Sabourin
Jodi Wesemann

Draft recommendation:

As a necessary first step towards a recognition process developed by the community, we recommend that the SOCED Task Force on Two-Year College Activities and the CHED Committee on Chemistry in the Two-Year College partner on the development of a framework for fostering the use and impact of the *ACS Guidelines for Chemistry in Two Year College Programs* and the pursuit of excellence in two-year college programs. This framework will include:

- 1) active dissemination of guidelines to the community and other stakeholders;
- 2) development of modules to assist faculty with program development plans informed by the guidelines, along with the training of facilitators to present those modules;
- 3) preparation and piloting of self-study materials, training of mentors for the self-study process, and development of assessment mechanisms which will set the stage for recognizing excellence.

Next steps:

If the SOCED Task Force on Two-Year College Activities and the CHED Committee on Chemistry in the Two-Year College concur, two working groups will be formed. One group will be focused on the active dissemination of guidelines, the development and dissemination of modules, and training of facilitators. The second group will be focused on self-study resources, mentors, and assessment mechanisms.

Both working groups will consist of COCTYC/RAB/2YC₃ and SOCED Task Force members. Their potential activities, outlined in the attached document, will be supported in part by the ACS Office of Two-Year Colleges.

Timeline of Potential Activities

8/17/10

Related activities	Dissemination of Guidelines	Development of modules/facilitators	Preparation of self-study materials/mentors
3rd Q 2010			
<ul style="list-style-type: none"> • TF report to SOCED • 189th 2YC₃ Conf. Portland, OR Sept. 10 – 11 • COCTYC meeting • TF discussions 		<ul style="list-style-type: none"> • Hold interactive symposium at BCCE (TF) • Draft general module with “problem-based” orientation 	<ul style="list-style-type: none"> • Review existing drafts of self-study
4th Q 2010			
<ul style="list-style-type: none"> • Disseminate Faculty Status Survey results • Disseminate 2YC Task Force survey • Chemistry Outlook Vol 2010-IV • 190th 2YC₃ Conf. Raleigh, NC Nov. 12 – 13 	<ul style="list-style-type: none"> • Identify statewide meetings • Use general module at 190th 2YC₃ Conf. 	<ul style="list-style-type: none"> • Develop facilitator training materials • Train RAB and other 2YC₃ Leaders to facilitate general module at 190th 2YC₃ Conf. • Identify topics for custom modules (refer to results from Faculty Status Survey) • Draft 1st custom module 	<ul style="list-style-type: none"> • Set criteria for self-study • Prepare pre-pilot draft • Identify 6 mentors • Identify 2-3 pre-pilot institutions
1st Q 2011			
<ul style="list-style-type: none"> • Chemistry Outlook Vol 2011-I • 191st 2YC₃ Conf. Anaheim, CA Mar. 25 – 26 • TF report to SOCED 	<ul style="list-style-type: none"> • Use 1st custom module at 191st 2YC₃ Conf. 	<ul style="list-style-type: none"> • Train RAB and others to facilitate 1st custom module at 191st 2YC₃ Conf. • Identify topics for custom modules (refer to results from 2YC Task Force Survey) • Draft 2nd custom module 	<ul style="list-style-type: none"> • Pre-pilot self-study (working with mentors)

<p>2nd Q 2011</p> <ul style="list-style-type: none"> • Chemistry Outlook Vol 2011-II • 192nd 2YC₃ Conf. Canton, OH May 20 – 21 	<ul style="list-style-type: none"> • Use 2nd custom module at 192nd 2YC₃ Conf. 	<ul style="list-style-type: none"> • Train RAB and others to facilitate 2nd custom module at 192nd 2YC₃ Conf. 	<ul style="list-style-type: none"> • Update self-study • Identify 6 self-study pilot participants • Mentor workshop
<p>3rd Q 2011</p> <ul style="list-style-type: none"> • TF report to SOCED • Chemistry Outlook Vol 2011-III 		<ul style="list-style-type: none"> • Draft 3rd custom module • Draft 4th custom module 	<ul style="list-style-type: none"> • Pilot Self-Study
<p>4th Q 2011</p> <ul style="list-style-type: none"> • 193rd 2YC₃ Conf. Orlando, FL Oct. 2011 • Chemistry Outlook Vol 2011-IV • 194th 2YC₃ Conf. NY or MD Nov. 2011 	<ul style="list-style-type: none"> • Use 3rd custom module at 193rd 2YC₃ Conf. • Use 4th custom module at 194th 2YC₃ Conf. 	<ul style="list-style-type: none"> • Train RAB and others to facilitate 3rd custom module at 193rd 2YC₃ Conf. • Train RAB and others to facilitate 4th custom module at 194th 2YC₃ Conf. 	<ul style="list-style-type: none"> • Pilot Self-Study (cont.)
<p>1st Q 2012</p> <ul style="list-style-type: none"> • Chemistry Outlook Vol 2012-I • Final TF report to SOCED • 195th 2YC₃ Conf. San Diego, CA Mar. 23 – 24 	<ul style="list-style-type: none"> • Use custom module at 195th 2YC₃ Conf. 		<ul style="list-style-type: none"> • Report on Self-Study

Policies and Procedures for Use and Maintenance of the ACS Two-Year College Database

Draft, 30 August 2010

Purpose of the Database

The Two-Year College Database was developed for the purpose of communicating with chemistry faculty and administrators in the two-year college community. It is also intended to provide information on the distribution and size of chemistry faculty throughout the country.

Uses of the Database

The Two-Year College Database may be used for the following purposes:

- Electronic communication with any or all of the contacts regarding
 - ACS programs, products, and services of interest to the two-year college chemistry community, such as 2YC₃ conferences
 - Soliciting input and feedback on ACS programs; conducting surveys
 - Other ACS activities
- Physical mailings regarding ACS programs, products, and services, including newsletters, such as *Chemistry Outlook*
- Email, telephone, or physical mail communication with individual contacts regarding ACS programs, products, and services
- Collecting aggregate data on the size and distribution of chemistry faculty in two-year colleges
- Other purposes to be considered on an individual basis

The Two-Year College Database may *not* be used for the following purposes:

- Endorsement of programs, products, or services external to ACS
- Promotion of programs, products, and services not accessible to members of the two-year college chemistry community or two-year college administration
- Communication with any individuals flagged as "Do Not Contact"
- Any activities that compromise the security of ACS or the contacts in the database

Communication with contacts in the database

Unsolicited Email

- Unsolicited email, such as announcements, requests for input, or promotions, are distributed no more than once per week. Database users should coordinate their efforts to meet this goal, either by combining emails or scheduling emails on different weeks. Exceptions may be made on a case-by-case basis.
- Email distribution lists will consist only of those contacts who have *not* requested to be removed from the mailing lists.
- Requests to be removed from the mailing lists should be responded to within one business day. All such "opt-out" requests should be added to the database prior to the next mailing.
- All blast email messages will end with an opt-out message (the first sentence may be altered as needed):
 - You have received this message because ACS has identified you as a chemistry instructor, faculty member, or administrator. ACS will not sell, lease, or share