1. Welcome to all present

2. Introductions of all in attendance

3. Some general information about the IPFW Chemistry Department was given by R. Friedman:
   a. Faculty – 10 full time faculty
   c. Other items about the department including co-op and scholarship opportunities

4. Goals of CAB:
   a. to provide insight into departmental programs and curricula;
   b. to create or enhance outreach programs between the department and the local community;
   c. to provide information on co-op opportunities;
   d. to provide advice to IPFW Chemistry graduates;
   e. to provide opportunities for the Department to assist the organizations represented by members of the advisory board;
   f. to provide opportunities for the Department to assist the organizations represented by members of the advisory board;
   g. to provide advice for departmental fundraising efforts

5. Bylaws were presented by R. Friedman:
   a. R. Rudolph will be the board chair as he volunteered at the October 17th meeting and there were no volunteers from the December 1st meeting
   b. A. McMillen confirmed that a fall and a spring meeting each year should suffice
   c. D. Albright made a motion to accept the bylaws, K. Crandell 2nd the motion. All were in favor.

6. Discussion
   a. What CAB members can offer the department?
      i. K. Crandell suggested that Fort Wayne Metals would be available for tours if needed and to host a meeting if desired.
ii. D. Brown mentioned that Manchester University is offering a new Master’s degree program in Pharmacogenomics that may be of interest to Biochemistry students.

iii. Advice regarding IPFW Chemistry curricular is sought. The importance of classes in material science and statistics was mentioned.

b. What the department can offer CAB members?
   i. R. Friedman indicated that individuals from the community often contact the department asking if samples can be tested. Due to potential legal issues, the department cannot in general provide such testing. It would be worthwhile to know what types of testing companies provide so that community individuals can be directed to those companies.

c. IPFW Librarian asked: ‘Are there any resources needed to support CAB members?’
   i. No response from CAB members at this time.

7. Other business
   a. A. Saunders indicated a desire to see IPFW offer a class on waste water treatment. She also mentioned that such classes that lead to a state license for proper dumping are only offered in South Bend.

8. Future meetings: To be Determined (likely spring 2018)

The meeting was adjourned at 2:00 p.m.