Natural Sciences Chairs Council

January 14th, 2015

1:00pm – 2:57pm, BI-104

In Attendance: K. Fleming, P. Dixon, D. Graham, M. Greer, S. McGill, M. Schultz,

R. Smith, C. Stanton, B. Stanley, T. Rizzo, M. Chao, P. Williams, A. Hovannesian

1. **Approval of minutes for December 3, 2014** – Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**
* N/A
1. **Announcements from administration**
* Dr. Smith stepped down as Chair of Geological Sciences and Dr. McGill is serving as Interim Chair.
* Dr. Greer will be retiring from Chair of Health Science and Human Ecology at the end of June, 2015.
* A suggestion was made that colleges invite VPs to their chairs meetings. There will be a guest at many of the remaining meetings for the academic year. The meeting dates with guests are as follows:
	+ **January 28, 2015** – Lori Caruthers-Collins, Assistant Director of Diversity Initiatives.
	+ **February 11, 2015** – Sharon Brown-Welty, Dean of the Palm Desert Campus.
	+ **February 25, 2015** – Brian Haynes, VP of Student Affairs
	+ **March 11, 2015** –Douglas Freer, VP for Administration and Finance.
	+ **March 25, 2015** – Andrew Bodman, Provost.
	+ **April 8, 2015** – Sam Sudhakar, VP of Information Technology Services.
	+ **April 22, 2015** – Ron Fremont, VP of Advancement Services.
* There will be a PAES recruitment event on April 25, 2015. The primary audience for this event is high school juniors since they will be applying to college in the fall.
* The next strategic planning Town Hall meeting will take place Wednesday, January 21, 2015 from 1:00pm-3:30pm in the SMSU Event Center. Please RSVP to the email that was sent to campus if you plan on attending.
* The upcoming summer session will be offered through CEL.
* Please have equipment requests submitted to the dean, copied to Dr. Williams and Ms. Smith, by February 13, 2015. The equipment must be used for instructional purposes. A spreadsheet template will be sent out to the chairs. A discussion followed.
* Upcoming deadlines:
	+ Letters of intent for the Vista Program are due January 30, 2015; the proposals are due February 20, 2015.
	+ The deadline for the CO Virtual lab Course Redesign Institute is January 20, 2015.
* An NSF grant proposal was submitted on January 13, 2015. This is a $3 million multi-department grant. The proposed project is on professional development regarding evidenced based teaching.
* A final decision has not been made but going forward with impaction is still being discussed. Dr. Rong Chen will be getting in touch with certain departments (biology, chemistry, health science, and kinesiology are the CNS departments being considered) for the data necessary to support an impaction application. Each department needs to determine its capacity, which is defined as the number of majors that can be served. A discussion followed.
* The Academic Master Plan has been approved by the faculty senate.
* Dr. Sudhakar sent out information about the next round of vital technology initiatives (see email dated January 13, 2015).
* The Strategic Planning committee is trying to identify volunteers to serve on the work groups that are being formed. Each work group will consist of nine people including two members of SPAC.
1. **Discussion Items:**
	1. **Scheduling update (Dr. Williams)** – Dr. Williams reiterated that the summer courses will be funded by CEL. He stated that there is interest in trying to ensure that “bottleneck” courses, defined as those that do not have the capacity to meet the need of all students, be offered in the summer. Dr. Williams reminded everyone that we are in the middle of summer production – if topic courses are being offered for summer, they must be submitted by February 6, 2015. Winter census is approaching and the college has reached target. Spring registration will begin on February 15, 2015.
	2. **Development update (Duke Graham)** – Mr. Graham announced the following:
		1. CNS hosted the Development Team Meeting on January 12, 2015. The development team was taken to the observatory. At this meeting, Dr. Kim Williams and Ms. Aundrea Gutierrez gave an overview of Land Lab and the project that will be taking place through the Land Lab grant with the National Fish and Wildlife Foundation. Mr. Graham also noted that the project received additional funding ($25,000 from Edison International and $25,000 from The Community Foundation) and that there is an upcoming meeting regarding how to utilize additional funds to enhance the project.
		2. He is working with Dr. Fischman on a grant that will be submitted to the Kellogg Foundation in the amount of $450,000.
		3. He is working with Dr. Jetter on a proposal to Heising-Simons for the last part of the matching portion for her i3 grant. The proposal will be for $225,000 and will be submitted soon.
		4. He announced that the college is doing well with regards to the development fundraising goal.

A discussion followed on the process being created for grant preparation and submission in development (as compared to ORSP) and the possibility of getting faculty input for the process.

* 1. **Assessment/student success update (Dr. Hovannesian)** – Dr. Hovannesian announced the following:
		1. The campus assessment is continuing with the ILO discussion. She reminded the chairs to discuss the ILOs with the faculty. A discussion followed.
		2. The focus of the college assessment is coming up with program goals. She will be contacting everyone to see if they need assistance.
		3. Surveys are available (alum, grad, senior surveys). These may be given to students to assess their perceptions of the extent to which SLOs were attained.
		4. We are moving forward with temporarily placing CNS advising into the museum space. This move will get all the advisors into one space rather than in three different places. This should be more convenient for students and will facilitate the implementation of a college-wide advising model.
		5. The first planning meeting for PAES scholars will take place on January 23, 2015. She did a cross-campus analysis on the fees paid by PAES students. PAES students in CNS pay, on average, $87 per quarter, an amount that is higher than PAES students in other colleges.
		6. A number of students who wish to participate in Supplemental Instruction courses need to get permission for an overload as a consequence of enrolling in an SI course. Often these students do not meet the minimum GPA requirement for an overload. Undergraduate Studies has been made aware of this issue.
		7. There will be an event on March 26-28, 2015 in San Diego to discuss high impact practices. A discussion followed.
	2. **Faculty Searches** – The dean announced that candidates are starting to come in. She asked each chair to ensure that they have a thorough discussion, about start-up costs, with each candidate at the time the candidate is on campus for the interview. A discussion followed on the approval process and getting offers out to desired candidates.
	3. **SOTE exceptions** – There is an approved list of exceptions for SOTEs. The chair and the dean must approve all other courses for which faculty members want an exception. A discussion followed.
	4. **Assistant Dean** – Given Dr. Lindfelt moved to undergraduate studies early in this academic year, Dr. Hovannesian has been helping fill the void in the dean’s office. The dean asked the chairs to think of what they would like from the assistant dean. The position needs to be at least a half-time, the preference is for a two-thirds time, and full-time may be an option. A discussion followed on what the position should include. The dean hopes to have someone selected before the academic year ends.
	5. **50th anniversary** – The dean discussed having three pillar events to highlight the college for the 50th Anniversary: the DisAbility Sports Festival for fall, the pre-med conference put on by students for winter, and a Scherba lecture and alumni reception for spring. The concern is that these may not showcase each discipline within the college. A discussion followed.
	6. **Budget requests** – According to the current timeline a call for new funding requests may be made on March 1, 2015, and the requests will be due at the end of the month. The dean suggested that everyone start considering what their department requests will be. A discussion followed.
	7. **Space** – Aside from the temporary move of the advising center, there are discussions taking place for long-term use of the museum space for research and/or teaching labs. A discussion followed.
1. Other: