Natural Sciences Chairs Council

October 22, 2014

1:00pm – 3:04pm, BI-104

In Attendance: K. Fleming, P. Dixon, D. Graham, A. Smith, M. Greer, M. Schultz, L. Dorsey, R. Smith, C. Stanton, B. Stanley, T. Rizzo, K. Voigt, J. Ferrari, P. Williams,

A. Hovannesian

1. **Approval of minutes for September 24, 2014** – Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**
   * Dr. Rizzo thanked everyone for their participation in the leadership meeting and for attending the town hall meeting. He also announced that Strategic Planning Action Committee (SPAC) has uploaded goals and minutes on their website, and the results from the first survey will be uploaded soon. Dr. Rizzo will email the URL link to the chairs.
4. **Announcements from administration**
   * Dean Fleming requested that if the chairs have any suggestions for the CSU 2015 Federal agenda, to submit them to her by October, 31, 2014.
   * Some processes have begun to be done backwards. For example, faculty members are traveling before they get approval for that travel and equipment is being purchased prior to getting approval for the purchase. The dean reminded the departments that approval should be granted before action is taken.
   * The dean announced that Leslie Morse is on a committee that is looking at new travel software that will be like a one stop shop.
   * César Portillo recently sent a message regarding Title IX. Online Title IX training will be required of all faculty and staff members.
   * The IT department is looking at a new online system that deals with workflow processes. If the system is implemented, many processes will be done and approved online. We have been asked to identify processes that can be made more efficient.
   * The dean addressed a concern over the advisors being hired in the college not having a degree in a discipline housed in the college.
   * For those interested, the Chancellor’s Office is once again sponsoring a fundraising conference that will be held in Oakland, CA on February 12 and 13, 2015. If you are interested, please contact Dean Fleming.
   * There have been conversations that the university still has an intention to seek impaction for certain departments. Biology, chemistry & biochemistry, kinesiology, and health science are being considered for inclusion in an impaction request. Computer science and engineering might also consider the desirability of pursuing impaction.
   * On November 21, 2014, there will be an open ISSUES meeting in which faculty members who have been studying evidence-based teaching practices and who are now piloting such practices in their courses will discuss the experience. The dean asked that if the chairs know of any faculty in their departments who may be interested in hearing the outcomes to please submit the names to the dean.
   * The dean was alerted today at the deans’ meeting that the president may consider authorizing additional faculty searches to be undertaken this year. Any such request must be submitted by October 30, 2014. Dean Fleming stated that she already has the three-year plan from the departments that she will be looking at, and if there are any changes to those plans that the chairs need to inform her as soon as possible.
5. **Discussion Items:**
   1. **Scheduling update (Dr. Williams)** – Dr. Williams announced that the college targets for winter and spring, 2015 have been received from Institutional Research. The college target for winter is 3880 and for the spring, it is 3544. He handed out an attachment showing prior year data for those quarters and two proposed models for targets for each department. He asked the chairs to look over the suggestions and provide him with feedback.
      1. Census was on October 15, 2014.
      2. Spring schedule build begins on October 27, 2014 and the materials were sent out last week to the departments.
      3. Winter advising begins on October 27, 2014.
      4. Winter registration begins on November 3, 2014.
   2. **Development update (Mr. Duke Graham)** – Mr. Graham announced the following:
      1. Noted that the Toyota grant proposal we submitted for $150k as part of the matching requirement for Dr. Madeleine Jetter’s i3 grant looks promising. They sent us a contract to review and noted that this did not indicate that we will receive the gift, but that we will receive notification of their decision in two months.
      2. He and Dean Fleming visited a CSE alum, Bhrigu Celly, at Sony and that Mr. Celly may be interested in making an up to $10K gift in-kind donation of equipment. Mr. Graham also mentioned that there is also an interest in creating a Sony Lab on campus.
      3. We are in the early stages of a $2 million proposal with Cardenas Market for an RV that will go out in the community and do blood sugar testing and show them how to replace favorite family recipes with healthy alternatives.
      4. A project director has been hired for a grant-funded (National  Fish and Wildlife Foundation) project that involves the Land Lab
      5. He will begin fundraising soon for phase II of the Observatory plans to build a classroom and a planetarium.
      6. Reminded the chairs to continue to give him any fundraising projects that they might have so he can prioritize them and work to find funding for them.
   3. **Assessment update (Dr. Hovannesian)** – Dr. Hovannesian announced that she just came back from an Assessment Conference in Indianapolis where she learned new strategies for assessment. She also reported all programs are engaged in annual assessment activities including selecting their 14-15 SLOs to assess, identifying program goals and outcomes, and aligning their SLOs to campus ILOs.
   4. **Employee Assistance Program Hiring (Lillian Hernandez)** – Mrs. Hernandez announced that we have a new benefit on campus called Community Action EAP. She then introduced a Director of Clinical Services at EAP. The services offered by EAP are accessible 24/7. Some of the available services to the faculty members and staff are:
      1. Three free counseling sessions and additional sessions will go through our insurance program. This service is available to all family members of the CSUSB employee.
      2. Financial legal services are offered at a discounted rate.
      3. Supervisory referrals, both formal and informal regarding job performance.

The website address is [www.CAEAP.com](http://www.CAEAP.com). The login and password is CSUSB.

* 1. **50th anniversary** – The dean announced that the college needs to start putting together a more specific plan for the 50th Anniversary College Open House. The dean has requested that the college be exempt from the university-wide open house next year because we will be doing our own open house. She also stated that we have been asked to put together a budget for this day-long event. The dean would like the chairs to speak with their departments and have more detailed ideas to discuss by the December 3, 2014 meeting. The following items were suggested and briefly discussed:
     1. Food
     2. Having a variety of speakers give lectures throughout the day on various topics
     3. Estimate how many faculty will need to participate and pay them (chairs should have an idea of how many their department will need by the next meeting)
     4. The need for students and staff to work
     5. Create a list of consumable supplies
     6. Crowd control (possibly using tickets for multiple sessions of an event)
     7. Parking
     8. Possible dates: October 3, 2015 or October 10, 2015
     9. Invite Alumni
  2. **Budget** – The dean stated that Renee has transferred all monies to the departments except for carry-forward money. The dean reported that there is less one-time money available than in past years and she needs to make a decision on how the funds will be allocated to the departments. Renee handed out an attachment that showed where each department ended financially at the end of the 2013-14 fiscal year. Some departments showed a deficit for the year-end. The dean requested that the department chairs inform her of how much of their available funds have already been committed. Renee will send out a copy of the college budget she has been working on for the chairs to use as an example. A discussion followed.
  3. VP Doug Freer will be meeting with Dean Fleming on December 3, 2014 for his initial visit and to tour the college. There is not enough time to show him through all nine departments, so she suggested that she show him biology, kinesiology and computer science and engineering which she feels shows VP Freer and general representation of the college. She asked if any of the chairs objected to those departments being used. There was no objection.

1. **Other:**

Dr. Hovannesian reported on the campus open house over the past weekend here on campus. CNS changed their format from college tours where students interact with faculty to one session led by Lesley Davidson-Boyd.  The session included about 100 participants, some of whom expressed an interest in speaking to faculty members and touring classrooms/facilities as the event program indicated. She also reported that advising is doing EAB in biology pre-med and pre-nursing. There are currently 3 professional advisors and 17 student peer advisors who are still housed in two separate locations.