Natural Sciences Chairs Council

November 4, 2019

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, D. Maynard, K. Cousins, H. Qiao, M. Chao, T. Burch, T. Rizzo, B. Haddock, T. Valencia, L. Guzman, J. Fischer-Smith, D. Rinebolt, R. Hernandez

1. **Alumni Relations Presentation**

Crystal Wymer-Lucero and Kevin Tercero spoke with the department chairs about the Alumni Mentoring Program and the advantages it presents to students, faculty and the university.

1. **Informational Items**
   1. Announcements by chairs

* Mr. Fischer-Smith reported that the $75,000 Edison scholarship has been renewed. Development will hold a special reception for the 30 students and the representatives of Edison..
* Dr. Guzman reported the advising center is in the process of hiring another STEM counselor and someone to oversee the HPAC staff..
* Dr. Maynard reported that Dr. Joan Fryxell has put a display of ? in the library..
* Dr. Rizzo reported that the Health Science Department is currently working on two recruitments. The environmental health search is going well, but the department chair search only has two applicants to date.
* Mr. Hernandez provided a brief overview of winter commencement. It will be held December 7, 2019 at 9 a.m. in conjunction with the College of Arts and Letters. He reported that there is the possibility of a volleyball tournament being held at the same time, which may interfere with some of the rooms available to us, but he will keep up posted.
* Mr. Hernandez also reported that we will once again hold a special service on December 2nd in remembrance of the former students who were killed in the shooting at Inland Regional Center.4 years ago.
* Dr. Chao reported
* Mr. Fischer-Smith announced that he has returned to the college full-time and is now housed in CS 104. He reported that he expects to hear from KECK as well as Edison in December concerning grant applications with them. He also reported that Dr. McGill is working on the HHMI grant application that has a draft due in January.
* Mr. Fischer-Smith also informed the chairs of a scholarship dessert (Sweet Success) that will be held on February 5th, 2020 from 3 to 5 p.m.. He also told the chairs that the scholarship office would be willing to come and discuss with the chairs the process involved in getting the scholarships to the students. Dr. Cousins said she would like to make sure that the scholarships are given out and asked Mr. Fischer-Smith whom she should speak with. He suggested Diana Minor or Rachel Beech. We will invite them both to our leadership meeting soon.
* Dr. Qiao reported that the CSE Department has received 11 applications for the bioinformatics position. She also reported that the department has been very busy dealing with ABET visit last week. It was a very intense time and is responding to some of the deficiencies identified by the team.
  1. Announcements from administration
* Dr. McGill informed the chairs that winter advising begins October 28th. November 4th priority registration begins and November 27th open enrollment begins.
* Dr. McGill informed the chairs that schedule build for Spring 2020 begins on October 21st. Rooms are limited to department allocations through November 8th and to college allocations through November 18th. The optimizer will be run on the 11th and 12th of November to provide rooms for classes that do not have classrooms assigned to them.
* Dr. McGill noted that for Winter 2020, very few classes have been moved out of CS-122, 128, 130 and 142, and into rooms in CGI or elsewhere. She is concerned that the construction noise may cause a problem and suggested that the chairs may want to review classes held in rooms adjacent to the museum and consider moving them. EMS can be used to search for available rooms in specific time slots. If no rooms are available in the existing time slot, one could consider moving the class to a timeslot when a room is available, but that would need to happen before students start registering on November 4th.
* Dr. Pantula asked the chairs to review the documents he sent to them from the provost’s office (the hospitality expense guidelines and the space guidelines) and let him know if they have any questions or concerns. Dr. Cousins informed him that the space guidelines document had a link in it that did not work.
* Dr. Pantula gave a brief overview of the Science Deans’ meeting that he attended this past week at Sonoma State. He reported that there does not seem to be a universal format for determining how the budget is distributed. Each university seems to have its own formula.
* Dr. Pantula reported that at this meeting the deans also discussed the new hazardous materials policy (the inability to use the ProCard to purchase hazardous materials). He reported the problem seemed to be that chemicals were not making it into the chemical inventory. There is the possibility that this policy may be changed again.
* Dr. Pantula informed the chairs that there have been reports of inappropriate questions being asked of prospective faculty during interviews. He asked the chairs to please be mindful of what they are asking when interviewing candidates. Also, keep the candidates informed of any timelines for decisions.
* Dr. Pantula reminded the chairs that they need to have their top three priorities for equipment to be purchased with Lottery funds to him by November 1st. Dr. Pantula also encourage the chairs to continue to submit proposals for VETI and VETI funds will be for next fiscal year.
* Dr. Pantula informed the chairs that this year the provost would hold the professional development funds (about $105K). You can no longer combine the funds across faculty. The individual must spend money. Carry-over in professional development funds from last year must be spent by June 2020.
* Dr. Pantula informed the chairs that start-up funds would now be held by Doug Freer’s office. It will have to be reimbursed. He encouraged chairs to buy equipment that is needed this year. Funds that are not used will stay at Doug’s office and maybe rebudgeted for other purposes.
* Dr. Pantula reported on the Brown Bag Lunch that will be held this Thursday, October 24th. It is a staff development event and Dr. Pantula requested that the chairs allow their staff to close the office if necessary to attend the event. He also requested that the chairs have any ideas for staff development events that they submit them to him and Tina Valencia.
* Dr. Pantula spoke with the chairs about student success and the emphasis the college is placing on it. We are investing heavily in advising. We have doubled the number of advisors. We will be hiring a new HPAC director. The advisors have expressed the desire to talk with faculty to increase their knowledge of the different concentrations and changes happening with Q2S. Dr. Pantula asked the chairs what their thoughts were on meeting with advisors. Dr. Cousins suggested developing paper forms containing important information for the advisors before meeting with them. Discussion took place on the problems with changing information on the department websites. Dr. Qiao commented that once something is changed the website is no longer ADA compliant. Mr. Hernandez will work with IT to make sure all department websites are ADA compliant.
* Dr. Pantula provided a Ubuntu philosophy learning activity during the meeting. He distributed balloons to everyone in the room. He promised that those whose balloon was not popped in a given timeframe would get $1,000 added to their budget. Immediately those in the room began to try and pop the balloon of another. At the end of the timeframe, Dr. Pantula pointed out that he did not specify that there could be only 1 winner, but in fact, if all the balloons had remained unpopped, everyone could have received the $1,000.