Natural Sciences Chairs Council

March 8, 2017

1:00pm – 3:00pm, BI-104

Attendees: P. Williams, D. Maynard, D. Tamalis, T. Burch, R. Smith, L. Davidson-Boyd,

B. Haddock, C. Stanton, B. Stanley, M. Chao, S. McGill, L. Lewis

1) Approval of minutes for February 22, 2017

* Approved as distributed

2) Informational Items:

a. Announcements by Chairs

* Dr. Haddock announced that the renovations are almost complete in the PE Building and faculty may be able to move back in before the end of the quarter.

b. Announcements from administration

* Thanks to the departments that participated in the March 4th recruiting event. Please send feedback and suggestions directly to Jonathan Gonzalez-Montelongo.
* The next chairs’ luncheon will be Friday, March 10th at Dhat Island Cuisine in Redlands.

Please plan to arrive around 11:30am.

* Feedback of the draft recommendations for equipment requests should be sent to the dean by Friday, March 10th.
* The dean is still looking for recommendations of students who can tutor multiple bottleneck courses.
* There will be a strategic planning (and perhaps Q2S) meeting for the college next Wednesday, March 15th from 1:00-3:00pm in BI-104.
* Reminder to monitor and use class accounts, IDC and CERF funds.
* Q2S advising surveys due March 10th. See the reminder email from Dr. Costino dated March 3rd.
* A tuition increase, if approved, would/might provide funds for hiring new tenure-track faculty members, adding sections, and also possibly hiring additional advisors and supporting an increase in HIPs.

3) Discussion Items:

a. Scheduling update (Peter Williams)

* Spring 2017: As of today, we are at 108% of target. Please start on the added sections request for spring.
* Information was sent out last week and earlier this week regarding classes that are full and low enrolled classes. Please email the dean (cc Dr. Williams) regarding the listed classes. For classes that are full, explain what you have been able to do or planning to do about them, and for classes with low enrollment send a justification if the classes should be kept open.
* Fall 2018: We are in the middle of schedule build.

b. Graduation Initiative 2025

* A discussion took place regarding the Chancellor's Office document sent out to the chairs on February 17th. Drs. Stanley and Maynard are on the Graduate Initiative Task Force and they gave some updates on what the committee has been working on. A discussion followed.

c. Staff Responsibilities (non-exempt staff)

* Each staff member must take at least a 30-minute lunch break and no more than 1 hour if working at least six hours. It should be taken about midway through the workday.
* Staff must be given the opportunity to take a 15-minute break for every four hours worked. Breaks may not be combined with their lunch break.
* Normal work hours for departments are M-F, 8:00am-4:30pm and M-Th 7:00am-5:30pm during the summer.
* Changes in work schedules must be approved by the supervisor in advance.
* Overtime must be approved in advance. Staff are to be paid out or given CTO for their overtime even if not approved.
* Employees may not work from home.

d. Strategic Plan Goals (Dave Maynard)

* The chairs discussed goals 3 and 4.

4) Other: