Natural Sciences Chairs Council

May 24th, 2017

1:00pm – 3:00pm, BI-107

In Attendance: K. Fleming, P. Williams, P. Dixon, M. Chao, D. Smith, C. Stanton, B. Haddock, J. Fischer-Smith, B. Stanley, T. Burch, D. Maynard, S. McGill, L. Davidson-Boyd, D. Tamalis, R. Smith, K. Shaw, S. McMahan, D. Turner

1. Approval of minutes for May 10th, 2017
* Approved as distributed
1. Informational Items:
2. Announcements by Chairs
* Geology had their 25th anniversary party; it was attended by current and former students, faculty members and the department’s ASC.
* Campus visits for the nursing chair search for nursing are taking place soon.
1. Announcements from administration
* Staff evaluations are due to the dean on June 16th, 2017.
* A group has been working on an analysis of graduate programs and making recommendations on how to move forward.
* Consultants have been retained to look at the orientation program, they will be meeting with various groups on campus in the coming weeks.
* Summer retreat will be on July 12th, 2017 and will likely be at the Lake Arrowhead Resort.
* Dave is putting together the last round of feedback for the strategic plan and it will be sent out soon.
* The Deputy Provost/AVP Academic Programs interviews are underway and for each interview there will be an open forum that the dean has asked that each department be represented at the fora.
* Tina Massey has been sending out messages about faculty senate committees and the dean highlighted the high impact practices as an important committee in which to have faculty involvement.
* Staff appreciation day is June 27th, 2017 at Dave and Buster’s.
* A new vehicle policy will change where vehicles can be used on campus; this includes golf carts.
* Training for faculty search committees will change and will include unconscious bias training.
* Discussion followed.
1. Discussion Items:
	1. Q2S update (Doug Smith)
	* A document outlining what qualifies for a $1,500 stipend in course development will be released soon.
	* Nothing has been posted for GE categories yet but will come in early summer.
	* Discussion followed.
	1. Scheduling update (Peter Williams)
	* Summer is at 108% target.
	* Fall registration begins May 25th, 2017.
	* Winter is still in schedule-build until June 5th, 2017when rooms will open up.
	1. Development update/college priorities (Jeffrey Fischer-Smith)
	* Jeffrey was most recently at the University of Arizona as a senior DOD.
	* Jeffrey and Kevin will be setting up meetings with each of the department chairs to discuss college and department priorities.
	* The development team will be generating new prospect lists for the college as a whole, as well for each department.
	1. Discussion with Provost McMahan
	* The department chairs asked the provost to assess the college.
	* One of the strongest qualities of the college is that the departments work as a team and each one has stepped up when called upon.
	* The provost had gotten good feedback on specific needs of the departments and will take these issues to her meetings with administration.
	* It is important for the provost to know what the faculty are thinking and what their specific priorities and needs are because these are very different across different colleges on campus.
	* The budget model is FTES driven to guide planning and decision making for the departments.
	* Discussion followed.
	1. Equipment requests
	* The equipment purchasing process has changed from approval for all equipment $500 or above, to $10,000 and above. This puts additional responsibility on the department chairs, so the department chairs can choose the threshold for CNS specific equipment requests.
	* Discussion followed.
	* $500 - $4999 will not need the dean’s approval but the dean should be notified via email of such purchase, anything above $5000 will need the dean’s approval (those requests above $10,000 will also be forwarded to the Provost).
	1. Faculty Senate policies
	* The Faculty Senate are revising policies which include putting the chair evaluation policy through a revision which will simplify the process; it has been proposed that the part time faculty hiring process be changed to increase diversity among hires; the SOTE policy will change to include more flexibility of when they are administered.
	* Discussion followed.
2. Other: