Natural Sciences Chairs Council

August 15, 2018

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, P. Dixon, S. McMurran, B. Haddock, D. Maynard, P. Okpala, C. Davis, K. Cousins, H. Qiao, M. Chao, T. Burch, T. Valencia, D. Rinebolt

1. **Informational Items**:
   1. Announcements from administration

* Dr. Pantula reported that there are 9 position searches in the college this academic year. All but two departments (HSCI & CSE) have submitted the necessary paperwork to proceed with the searches. He encouraged those two departments to get the paperwork completed and turned in so they can begin the process. The Provost would like to have the searches completed by the end of March.
* Dr. Pantula encouraged the chairs to be strong advocates for their departments in the upcoming months and would also like them to be part of the leadership team of the college and be advocates for the college internally and externally.
* Dr. Pantula reminded the chairs that student success is a big priority. We must increase our graduation rates.
* Dr. Pantula explained that faculty success is also very important to him and he will work with faculty to help them thrive. Staff too are very important and he will explore professional development opportunities for staff.
  1. Announcements by chairs
* Dr. Cousins announced that their newest faculty member, Jason Burke, who will begin with the department in September has become a new father.
* Dr. Qiao reported that the remodeling of their research lab has been completed. Now they just need computers.
* Dr. Burch reported that they have a new faculty member, Pinttusorn Pattayakorn who will begin in September.
* Dr. Davis reported that Health Science will have two new faculty members, Salome Mshigeni and Sen Padilla, joining them in September.

1. **Discussion Items**:
   1. Scheduling and Enrollment (Sally McGill)

* Dr. McGill reported that currently the university is at 96% of target and the college is at 96% of target.
* Winter advising begins October 22nd. Winter priority registration begins October 29th.
* Dr. Cousins reported that there is currently a problem in PeopleSoft where students are unable to enroll in Chem 215 even if they have met the prerequisites. Dr. Cousins requested that students be referred to the chemistry department if they are experiencing difficulties enrolling in Chem 215.
  1. Future Meetings (Sastry Pantula)
* Dr. Pantula proposed that the chairs’ council meetings for the 2018-2019 academic year be held on the first and third Wednesday of the month. Dr. Cousins asked what the policy would be if the chair is unable to attend a particular meeting. In the past the chair would simply appoint a faculty member to attend and represent the department. We will continue the tradition of sending a substitute for the chairs meeting. The chair should inform Deanna ahead of time who the substitute will be. If the agenda includes any sensitive information or an ongoing discussion from previous meetings, Deanna will let the chairs know whether it may not be good to have a substitute.

1. **Diversity in Hiring** (Lori Collins)

* Lori Collins (Assistant Director for Diversity Initiatives) spoke with the chairs concerning training workshops to be held August 22, 23, and 28. Since diversity is an important issue on our campus, she wants to assist the departments in their searches and to make sure they understand the best way to recruit a diverse pool of candidates.
* Handouts were distributed to the chairs to provide an overview of the process of recruitment and hiring. (See attached files)

1. **Introduction of Dr. Seval Yildirim**, Associate Provost for Faculty Affairs and Development

* Dr. Yildirim requested that the chairs discuss with the members of their committees the questions that can and cannot be asked in the interview process. (see attached file)
* Things Academic Personnel would like to emphasize are: 1) make sure each applicant gets a review; 2) select ***all*** potentially viable candidates; and 3) try to have more than one woman and one minority on the list.

1. **Other**

* Dr. Pantula expressed the desire to hold monthly 1:1 meetings with each of the chairs.
* Dr. Pantula reported that Provost McMahan plans on giving $1,000 professional development funds to full time faculty again this year.