Natural Sciences Chairs Council

January 22, 2020

1:00pm – 3:00pm, BI-104

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

1. **Approval of Minutes for January 6, 2020**
2. **Informational Items**
	1. Announcements by chairs
* Ms. Valencia informed the chairs that the student assistant base pay rate went to $13/hour. This will be taken care of automatically so there is nothing the department needs to do.
* Dr. Cousins reported that the chemistry department is in the middle of recruiting season and is very busy.
* Dr. Burch reported that the nursing department is beginning their Zoom interviews.
* Dr. Guzman reported that the advising center has hired two new STEM counselors. She also reported they are currently in the process of meeting with the different departments to make sure they have the correct information for advising.
* Dr. Maynard reported that the math department is currently working on the interviews with their candidates.
* Dr. Maynard reported that the geology department has started their Zoom interviews.
* Dr. Rizzo reported that the health science department will begin bringing their candidates for the environmental health position to campus the first week of February. He also reported that the department has begun the Zoom interview process for their department chair search.
* Dr. Chao reported that the biology department had completed their Zoom interviews. He also reported that Laura Newcomb had received an NIH SCORE grant for $300,000 to be used over 3 years.
* Dr. Qiao reported that the computer science department has been diligently working on their response to the ABET accreditation team. She also reported that the department has completed their Zoom interviews and has a list of candidates they will submit for approval in the next few days.
	1. Announcements from administration
* Dr. McGill reported that the college is 100% of target for the winter quarter and the university is at 101% of target
* Dr. McGill reminded the chairs that January 27th was census and asked them to be sure and have their supervision students enrolled by then.
* Dr. McGill reminded the chairs that the summer schedule needs to be completed by January 31st.
* Dr. McGill informed the chairs they should be building the fall 2020 schedule now. March 2-8 all rooms that belong to our college will become available to all CNS departments. After March 10th all rooms will become available to all Colleges.
* Dr. McGill spoke with the chairs about the process for requesting exceptions to the standard time block for classes on the semester system.
* Dr. McGill announced that August 24-25 the optimizer will run for spring 2021. She and the chair agreed that a classroom allocation meeting for Spring 2021 should be held during the first week of this spring quarter.
* Dr. McGill reported that a campus wide policy for additional workload credit for large lectures has been proposed. She outlined the differences between this new campus policy and our existing college policy. Several chairs expressed concern that the proposed campus policy treats part-time lecturers differently than tenure-line faculty and full-time lecturers. Dr. Cousins asked if this had been run by the union and given approval. She pointed out that the new campus policy would equate to less money for PT lecturers.
* Dr. McGill distributed a handout concerning workload guidelines. Dr. Cousins objected to #3 on the handout which states, “The responsibilities of department chairs, school directors and program coordinators include supervision of independent studies, thus, the guidelines do not apply to EDIT WHO IT APPLIES TO supervising independent studies as part of their duties. Drs. McGill and Pantula reassured chairs that this provision applies to supervision courses that entail little or no workload, for which the department chairs are generally listed as instructor of record. Chairs, as part of their faculty role, will continue to receive workload credit for supervision student research, provided that the workload credit is approved in advance. Most chairs have submitted a list of their supervision courses indicating which ones they are requesting to be approved on a routine basis and which ones should not provide workload credit or should only provide credit on a case-by-case basis. Review and approval of these requests by Dean Pantula is pending.
* Dr. McGill highlighted that the new campus policy states that there will be no workload credit for supervision courses unless approved in advance.
* Dr. McGill reported that, in compliance with the new campus-wide workload policy, the college will start tracking “banked” units. She and Ms. Swindell will be tracking banked units and reporting them back to the departments term-by-term.
* Dr. McGill mentioned to the chairs that there are several faculty awards that nominations are being accepted for. She encouraged the chairs to be nominating their faculty for these awards. We have many deserving faculty and it will help highlight the college.
* Dr. McGill asked the chairs about NSCI 306 and how many sections they think they will need and should be offered in semesters. It appears that Chemistry is the only department that does not offer their own writing-intensive course and that Biology’s WI course is an elective, not a required course for all majors.
* Dr. McGill informed the chairs that they need to have their spring 2020 teaching assignments for tenure-line faculty and assigned time input before February 7th.
* Dr. McGill communicated that there is a workshop being offered in Arizona for STEM teaching to Latinos. We would need 5 team members to attend this workshop. Dr. McGill expressed her interest and asked the chairs if any of their faculty would be interested. The workshop will be held April 8-9 and Dr. McGill asked the chairs to mention this to their faculty and let her know if anyone expresses an interest in attending.
* Mr. Hernandez requested that the chairs email their votes for the outstanding alumnus to him by the end of the day.
* Mr. Hernandez requested that the chairs begin to think about the outstanding faculty awards and who they might nominate for those awards. This will be discussed further at the February 3rd chairs’ meeting. Mr. Hernandez will send out the guidelines and list of former winners to the chairs by the end of the day.
* Mr. Fischer-Smith and Mr. Hernandez spoke to the chairs concerning the Sweet Success Event that will be held February 5th. This event is to bring together our donors and the students who receive the scholarships our donors provide.
* Dr. Pantula spoke to the chairs about their PT budget and start-up funds and reminded them of the need to stay on top of them.
* Dr. Pantula encouraged the chairs to be thinking of proposals for the VETI grants. He reminded them of the focus of “equipment that excites students”.
* Dr. Pantula reminded the chairs of his position on the University Budget Advising Team and requested the chairs start thinking about types of things they might need in the future. The college may submit requests for both permanent funding and one-time funding.
* Dr. Pantula informed the chairs that we are submitting a new Title V proposal. He asked chairs to send him any thoughts they may have about that.
* Dr. Pantula mentioned that it is important to have an MOU describing the responsibilities of our program coordinators. It will let the program coordinators know their responsibilities and for the chairs to be able to assess their performance regularly. He suggested a responsibility sheet to be signed by the faculty member and the chair. Dr. McGill indicated that she will provide them with a first cut at the responsibilities from what the chairs have provided earlier.