Natural Sciences Chairs Council

October 21, 2019

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, J. Torner, D. Maynard, K. Cousins, H. Qiao, M. Chao, C. Brandt, T. Valencia, T. Rizzo, J. Fischer-Smith, D. Rinebolt, R. Hernandez

1. **Alumni Relations Presentation**

Crystal Wymer-Lucero and Jenna Archuleta spoke with the chairs about the Professor for a Day Program. They encouraged the faculty to become involved with this program, as it is a valuable program connecting alumni with current students and enhancing opportunities for faculty and alumni to make connections, which benefit them both. They provided statistics to show the growth of the program and thanked the College of Natural Sciences for their involvement with the program contributing to its growth. Crystal also shared remarks made by students testifying to the value of being able to connect with alumni through this program.

1. **Q2S Presentation**:

Dr. Hood discussed with the chairs the need for bridge courses as we move to semesters. She distributed spreadsheets listing classes, which most likely will need bridge classes. She asked the chairs to review the spreadsheets and by November 1st and return them to her noting changes that may need to be made as well as adding a column to the spreadsheet indicating who should take the bridge course. Discussion ensued concerning the need for “cheat” sheets for advising of the students.

1. **Informational Items**
	1. Announcements by chairs
* Dr. Torner reported that the physics department has received 20 applications for the position they have posted.
* Ms. Valencia informed the chairs that due to the Q2S transition, faculty who are FERPing would need to fill out the paperwork again indicating what time base they will use. The choices on semesters are 0.5 or 1.0. The 0.33 and 0.67 options are not available on semesters. She also announced that she would be meeting with the department ASCs to distribute the part-time faculty and O&E funds. She informed the chairs that the faculty start-up funds have been awarded but the money will not be distributed to the departments but will be controlled by Doug Freer’s office. We need to submit the expenses monthly, and it is important that we invest in the junior faculty early this year.
* Mr. Hernandez reported that the office is beginning to prepare for December commencement. We have begun to reach out to faculty to serve in roles that they have served in in the past. Commencement will be December 7th at 9 a.m. Faculty who need regalia will need to have their request submitted to Deanna Rinebolt by October 31st.
* Dr. Cousins reported that they have received 40 applications for their material science position and 18 applications for the biochemistry position. She also reported that the department has been extremely busy assisting EHS with their audit.
* Dr. Rizzo reported that the Health Science Department has received 40 applications for their environmental health position but only 2 applications for the department chair position. He is working diligently to get the word out about this opportunity for employment with CSUSB and hopes to increase the applications in the near future.
* Dr. Maynard reported that the Math Department has selected candidates for their statistics position that they wish to move forward on.
* Dr. Maynard reported that the Geology Department has decided to extend the deadline for their search for a chair to December 31st.
* 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.