Natural Sciences Chairs Council

January 11, 2017

2:00pm – 2:54pm, Panorama Room

In Attendance: K. Fleming, D. Maynard, R. Smith, P. Williams, K. Shaw, C. Stanton, B. Haddock, B. Stanley, D. Turner, D. Tamalis, M. Chao, P. Dixon, S. McGill, L. Lewis

* 1. Approval of minutes for December 14, 2016 approved as distributed

1. Informational Items:
   1. Announcements by chairs
      * + Dr. Haddock announced that there was a big flood in the PE building from a broken pipe in the pool. The dance studio and the faculty offices were affected and emptied for restoration and renovations. Classes originally scheduled in the dance studio have been relocated to other rooms.
        + Dr. McGill announced that the geology department hosted a successful round table event in December 2016; this event was part of the NSF INCLUDES grant.
        + Dr. Chao reported that the biology department is hosting a seminar the week of March 13, 2017 and a CSUSB alum will be the guest speaker.
        + Dr. Dixon announced that there are NIST SURF summer internships available. Any proposal must be submitted by Sponsored Programs with the students’ individual applications attached. If any department wants to participate, contact PK.
   2. Announcements from administration
      * + On January 18, from 1:00-2:00pm, there will be a meeting to discuss high failure rate courses. From 2:00-3:00pm, there will be a webinar addressing the changes for Teaching Associates.
        + 2nd year faculty members should use their start-up funds by August 31. Request for extensions can be submitted to the dean but must include a timeline and a plan for their use.
        + Open forums for a possible NSF ADVANCE grant proposal have been scheduled for February 14 from 9:00-10:00am, and February 17 from 1:00-2:00pm in BI-104.
        + Open forums for the HSI-STEM grant have been scheduled to discuss how to best implement the grant on February 21 from 4:00-5:00pm and February 22 from 9:00-10:00am in BI-104.
        + The dean is interested in attending department meetings in the winter and spring quarters. Contact Lory to schedule if you would like her to attend.
        + There will be a discussion tomorrow in PL-4005A from 10:00am-12:00pm regarding the normative number of units under the semester system.
        + The dean will be off campus on the following dates: Jan. 19, 27, Feb. 6-10, 13 and 24.
        + On January 20, there will be a New Year celebration from 11:30am-1:00pm in the SMSU Events Center.
        + There will be a recruiting event on March 4 from 1:00-4:30pm in the SMSU Events Center.
        + Submit prioritized instructional equipment requests to the dean by February 1. There is slightly under $400k available; Renée will send out the form that needs to be completed and submitted.
        + Renée reported that the provost’s office has created a new form that they would like departments/colleges to complete when making budget requests. Renée will send the form electronically to the department chairs and ASCs.
2. Discussion Items:
   1. Scheduling update (Peter Williams)
      * + Winter 2017: As of today, the college is at 107.5% of target, and census is on January 30.
        + Spring 2017: Advising begins on February 6 and priority registration begins on February 13.
        + Summer 2017: Allocated rooms or the departments/college can be reserved until January 23. From January 23 – February 3, all available rooms on campus will be up for grabs. Priority registration begins on May 8.
        + Fall 2017: Schedule build begins on February 27.
   2. GE deficiencies (Peter Williams)
      * + GE deficiencies are listed on the Dashboard site. Each category shows how many students have not taken those GE classes in order to graduate. Dr. Williams passed around a handout showing numbers for the past three years, and how the numbers have increased in GE categories.
   3. Development update (Kevin Shaw)
      * + Edison International awarded CNS a $100k scholarship grant for STEM students. Twenty-five percent of this scholarship will go to mathematics students involved in CEME.
        + The 2017 President’s Showcase will be held on April 29. If anyone has suggestions for potential sponsors or invitees, please contact Kevin by January 27.
   4. SSI request – The dean reported the following:
      * + There is one-time funding available for student advising and retention projects, student engagement and career services.
        + The student advising and retention focus is on assisting seniors/super seniors (181+ units).
        + Amanda Salazar submitted a report to the dean detailing the work that the Peer Advising Center has done in assisting super seniors.
        + The dean asked the chairs if they would like to submit one proposal for the college or would departments like to submit individually. A discussion followed.
        + The dean will send out an outline with bullet points, and then obtain feedback from the chairs as to whether or not the departments will participate in a college proposal. The deadline for submission is January 30.
   5. HSI-STEM grant
      * + This $5 million grant was awarded in the fall. Dean Fleming is the PI and Dr. Chris Lindfelt is the Co-PI. Lesley Davidson-Boyd, Ed Mendoza, Davida Fischman and Kim Costino are also listed in the grant.
        + This group will be visiting STEM departments to discuss the grant and solicit input. There are funds available for faculty and staff professional development. The team wants to make the professional development something that is worthwhile to the faculty and staff.
   6. Resource allocation - Tabled
3. Other:

Renée reported that there is a unit 11 update for teaching associates (TAs). They will be moving to a non-exempt status, which means they will be paid hourly. She attended a webinar this week that discussed this change. Departments will now have to track timesheets for TAs. There will be a webinar held on January 18 for department chairs from 2:00-3:00pm. Renée will send out the link to the webinar. A discussion followed.

Dr. Williams attended a meeting on Monday regarding the Graduation Initiative 2025.

* Dr. Lindfelt made a presentation and announced that each college should create a student success team comprised of college representatives, undergraduate studies and the career center.
* The co-chairs of the team will be the associate/assistant dean in each college and Dr. Lindfelt.
* Undergraduate studies will be hiring four graduation retention specialists, one for each college offering undergraduate courses.
* The goal of the team is to meet or exceed the graduation rate initiative.
* The chairs were asked to speak to their departments to solicit input on the membership and charge for such a committee.