Natural Sciences Chairs Council

January 28th, 2015

1:00pm – 3:03pm, BI-104

In Attendance: K. Fleming, M. Greer, B. Stanley, L. Caruthers Collins, R. Smith, P. Williams, T. Rizzo, C. Stanton, D. Graham, S. McGill, P. Dixon, T. Dodd-Butera, M. Chao, D. Turner, A. Hovannesian

1. **Approval of minutes for January 14, 2015** – Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**

* Dr. McGill stated that some of her part time faculty came to her with concerns of students cheating on tests in the large lectures. She asked the other chairs if they had any suggestions that she can pass along to the faculty. It was suggested that student assistants can be hired to assist in proctoring and/or to check student IDs prior to taking the test.

1. **Announcements from administration**

* There will be a PAES recruitment event on April 25, 2015. The primary audience for this event is high school juniors since they will be applying to college in the fall.
* The next strategic planning Town Hall meeting will take place Tuesday, March 10, 2015 sometime in the afternoon and will most likely be held in the SMSU Event Center.
* Reminder that equipment requests are to be submitted to the dean, copied to Dr. Williams and Ms. Smith, by February 13, 2015.
* Winter 2015 additional sections requests are due to the dean, copied to Dr. Williams and Ms. Smith on February 2, 2015.
* There was a request sent out from Dr. Thompson on how graduate programs are funded. January 30, 2015 is the deadline to give the dean this information.
* Ms. Garcia in Academic Affairs sent out an email on Friday seeking nominations for the Outstanding Faculty Service Award. The deadline for nominations is Friday, February 6, 2015.
* There will be an EAB event on campus on Tuesday, February 3, 2015 from 11:00am to 1:30pm.
* The faculty contract includes re-assigned time (one course per quarter) for the first two years for new tenure track faculty. This includes the faculty members who started in fall 2014.

1. **Discussion Items:**
   1. **Diversity** (Lori Caruthers Collins, Assistant Director of Diversity Initiatives) – Dr. Caruthers Collins introduced herself and gave a brief description of her job duties and how she will be assisting our departments. Her office is located in AD-183 and her extension is 75328. She will be the primary contact for faculty recruiting, and she will provide orientation and professional development. She showed the chairs a draft of the recruiting process and announced that the deans have been sent an electronic copy and asked to provide feedback. Dr. Caruthers Collins indicated that all searches will be focused on increasing diversity and she gave statistical information about the percentage of males, females and ethnicity of faculty currently employed at CSUSB. The chairs had some questions that she answered and a brief discussion followed.
   2. **WRI Director Search** (Dr. Erik Melchiorre) – Dr. Melchiorre passed around a job description to the chairs and requested that any feedback and questions be emailed to him. The chairs asked some questions that Dr. Melchiorre took down and will forward to Dr. Thompson.
   3. **Scheduling update** (Dr. Williams) – Dr. Williams passed out a sheet that shows the enrollment data for this quarter and reminded the chairs that census is on Monday, February 2, 2015. Currently the college is at 102% of target. Priority registration for spring quarter begins on February 15, 2015. Summer schedule build ended on January 26, 2015. Special Topics forms are due to Kim Nicholl by February 6, 2015. Fall schedule build begins on March 2, 2015.
   4. **Development update (Duke Graham)** – Mr. Graham announced the following:
      1. Today is LeShay’s last day working in CNS. She has accepted another position on campus. We are currently working on getting her job posted.
      2. He is working with Dr. Fischman on a grant that will be submitted to the Kellogg Foundation in the amount of $450,000.
      3. He is working with Dr. Jetter on a proposal to Heising-Simons for the last part of the matching portion for her i3 grant. The proposal will be for $225,000 and will be submitted soon.
      4. There are new guidelines for foundation proposals. He will send those guidelines out to the chairs electronically.
      5. President’s Showcase on February 7, 2015. CNS has a table at this event.
      6. CREST grant – International and undocumented students are unable to take advantage of the funds. Exploring the possibility of obtaining funding to support these students.
   5. **Assessment/student success update (Dr. Hovannesian)** – Dr. Hovannesian announced the following:
      1. Assessment – an email related to ILOs was sent out by Dr. Ullman; a reminder that departments are asked to discuss these during a department meeting. Not all departments have fall 2014 assessment information uploaded to Taskstream. Dr. Hovannesian is available to assist with this task.
      2. PAES – There is a recruiting event scheduled for April 25, 2015. The format will be similar to last year’s. High school juniors will be targeted for this event.
      3. Transfer Day – This event will be held on February 28, 2015. Last year it was from 9:00am to 1:00pm, with the faculty participating from 10:00-10:45am. A representative from each department will be needed. Dr. Hovannesian will send out an email to the chairs to follow up.
   6. **Summer 2015** – The goal for summer is to increase enrollment by 10%. The classes we offer should address the bottleneck and gateway courses. The dean asked for suggestions on how we can best get the word out to students. Suggestions: Informational leaflets handed out to students, post on the monitors in each of our buildings and post on department Facebook pages.

* The dean also reported that the college’s share of last year’s revenue was received and it is just under $59k. The dean then passed out a handout that shows how the money will be distributed to the departments. Ms. Smith explained the reasoning behind the distributions and told the chairs to contact her if they feel there are any discrepancies or if they have questions on their allocation. If no changes have to be made, Ms. Smith intends to transfer the funds on Monday.
* Dr. Williams handed out a summary sheet of the bottleneck and gateway courses that he received from the departments and what will be offered this summer. He asked the chairs to check the courses for accuracy and to let him know if there are any discrepancies of what they expected. A discussion followed.
  1. **Impaction** – a final decision on the strategy for impaction has not yet been made.
  2. **Lecturer pay** – Ms. Smith explained the upcoming changes to the lecturers’ pay. Range L will be eliminated so Range A will be the minimum level for all lecturers. Any lecturer holding a terminal degree appropriate to teaching in the discipline in which the lecturer is appointed must be moved to Range B (if not already in Range B). She stated that there will be 58 lecturers across our college who will be affected by these two changes. The range corrections must be completed by February 6, 2015. There are a total of five increases that are included in the recent bargaining agreement that will be retroactive to July 1, 2014 for those who are eligible and they will be adjusted over the next few months.
  3. **50th Anniversary** – The dean reported that she will be attending the committee meeting tomorrow and went over the current college plan to make sure that she would be presenting the correct ideas. She also asked the chairs to let her know by tomorrow morning if they would like to make any changes to the current plan.

1. Other: