Natural Sciences Council of Chairs Meeting

November 18th, 2013

1:00-2:30 p.m., BI-104

1. **Approval of minutes for October 28, 2013:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**
   2. Dr. Smith announced that the Geology department is currently ascertaining the process by which students be approved to drive CSU vehicles. Several other departments are interested in this process. Dr. Smith will inform the chairs of what he learns.
   3. **Announcements from the administration:**

* The December 2nd Council of Chairs meeting will be replaced with a holiday lunch. The options for the location are Brio, PF Changs, and Yardhouse. The dean would like for everyone to RSVP, by November 25th, with his or her restaurant preference.
* Funding for added classes for fall 2013 is still pending. The deadline for submitting requests for winter 2014 added classes is January 6th, 2014(the first day of classes).
* The enrollment website is down. The goal is that dashboard being created by IR will include the functionality that was on the enrollment website. At this time the dashboard does have information on current enrollments by department.
* The dean announced that today was the start of the four-week period in which post-tenure reviews and program reviews need to be completed. Given this, the dean will have limited availability and asks for some patience if responses to requests are delayed.
* The Associate Dean posting will not be advertised until next year. The goal is to complete the search during the winter quarter.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt indicated that he would like to discuss winter and spring 2014 targets for spring with the chairs and asked that the chairs stay for 10 minutes after the conclusion of the meeting. Enrollments. Dr. Lindfelt stated that he would be sending out the link for Dashboard.
   2. **Development update:** Ms. Dorsey reported the following:
2. The college received $2,500 from Edison for K-12 programs at the observatory.
3. The college received $2,500 from Edison for STEM scholarships.
4. The college is expecting a $10,000 donation from Edison for STEM scholarships to come in on Friday, November 22nd.
5. There are a few un-awarded scholarships – emails will be sent out to chairs to get them awarded.
6. There are 4 candidates for the search for the Director of Development.

A discussion followed regarding the search for a Director of Development and how PAES scholars are funded.

c. **Assessment update:** No report

1. **Summer Funds Take II:** Ms. Smith reported that the amounts to be disbursed to departments had been revised to take into account supervision courses and a re-calculation of faculty salaries so that the salaries were based on state and Open University students.
2. **50th Anniversary:** The dean re-opened discussion for the 50th Anniversary and asked for ideas from departments. Dr. Polcyn suggested that the Biology Department would have poster presentations and invite alumni back to highlight what they’re doing now. The anniversary will take place during the 2015/2016 academic year. Plans are supposed to be fully vetted by the end of this academic year and with planning to occur in the next academic year. The dean noted that the plan should involve the observatory in some way. A discussion followed regarding having one large open house at which each department would have an activity or activities.
3. **Faculty Searches:** The dean noted that there are 11 faculty searches underway. A university priority is to achieve greater diversity amongst faculty. A discussion took place on where positions are/should be advertised in order to reach underrepresented groups, the constraints given the relatively low number of doctorates awarded to people from under-represented groups in the disciplines in the college, activities that could assist in “widening” the pipeline, and on building relationships with universities that are graduating high numbers of Ph.D. recipients from under-represented groups. A goal is to have diverse search committees, although this cannot be dictated given that faculty members are elected to serve on these committees.
4. **College 2013-2014 Goals:** The dean stated that the university is in the process of creating metrics for evaluating the productivity of colleges/deans. The deans were asked to come up with what specific objectives each college should be measured on (see rough draft attachment). A discussion followed on the objectives that are on the hand-out and what should be included.
5. **Advising:** The dean noted that each college was asked to come up with an advising plan. The trend appears to be towards hiring a greater number of professional advisors. Dr. Rizzo suggested having “FERPers” and lecturers advise students because they already understand the complexity of the departments, courses and careers. A model that was discussed was one in which students early in their career be advised by someone other than a full-time tenure-track faculty member (a professional advisor, an advisor in the Peer Advising Center etc.) and that they have a faculty advisor later in their academic year. Additional discussion followed.
6. **Other:** 
   1. **NPR Science Segments:** The dean noted that there is a show on NPR that has short science segments and that they are interested in having faculty from CNS review the scripts for the shows – doing so would get the word out for the college and the specific department that reviews said scripts. A discussion followed. Most departments indicated an interest in participating in these reviews.
   2. **Things to think about and discuss in your departments:** activities for the 50th Anniversary and advising models.
   3. **Important Dates:**
      * **November 22 -** Please let Renee know of any questions or comments on Summer Revenue Take II.
      * **November 25 -** Please let the dean know if you will attend the holiday lunch and your preference for the restaurant (Brio, Yardhouse, or PF Changs).
      * **December 2 -** Holiday lunch.
      * **January 6 -** Requests for funds for winter 2014 added classes is due.