Natural Sciences Chairs Council

November 19, 2014

1:00pm – 2:57pm, BI-104

In Attendance: K. Fleming, P. Dixon, D. Graham, A. Smith, M. Greer, M. Schultz, R. Smith, C. Stanton, B. Stanley, T. Rizzo, K. Voigt, M. Chao, P. Williams,

A. Hovannesian

1. **Approval of minutes for November 5, 2014** – Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**
	* Dr. Chao reported that the CIRM grant was renewed for another three years.
	* Dr. Voigt was told that Admissions was only admitting students with a GPA of 3.5 or higher. She wanted to know if the other chairs had more information about it.
4. **Announcements from administration**
	* There will be another strategic planning update meeting held in the Obershaw Dining Room on December 2, 2014 from 2:00-4:00pm. The next strategic planning town hall meeting will be held on January 21, 2015 (time and location TBA).
	* The dean reminded the chairs to maintain a list of the cost associated with equipment (repairs, replacements, and new purchases) in their departments.
	* Be prepared to discuss specific plans and a collective budget for the 50th Anniversary at chairs meeting on December 3, 2014.
	* There is a Winter Campus Reception on December 3, 2014 at 5:00pm in the Obershaw Dining Room.
	* Dr. Hovannesian has had initial meetings with the PAES students and she has created a Facebook page for them and the page is: CSUSB CNS PAES SCHOLARS
	* A suggestion has been made to submit one time and baseline budget requests earlier so they can be approved earlier. They may be requested as early as February and the dean wanted the chairs to begin thinking about their requests.
5. **Discussion Items:**
	1. **Scheduling update (Dr. Williams)** – Dr. Williams passed around an attachment showing current enrollment numbers for winter, 2015. The college is currently at 88% of target. All rooms university wide that have not been secured for the spring schedule build are open for the taking.
	2. **Development update (Mr. Duke Graham)** – Mr. Graham announced the following:
		1. Dr. Madeleine Jetter has been awarded a $3 million grant for four years contingent upon a 15% match in funding. Mr. Graham is currently working on securing a $150k grant from Toyota that looks promising and a $75k grant from Packard to go toward the match. If we haven’t received a commitment for $225k in matching funds by December 10, 2014, Dr. Jetter will not receive her funding. Commitments for an additional $225K must be secured by June 30, 2015.
		2. SONY has been working with Larry Burns in the Career Center regarding possible internships.
		3. He has been meeting with some department chairs regarding any needs that the department has and that he can work on.
	3. **Assessment update (Dr. Hovannesian)** – Dr. Hovannesian announced the following:
		1. She is going to start tracking the reasons that are being given on Add and Drop After Census forms for qualitative purposes.
		2. She has had a couple of kick off meetings with the PAES Scholars in which she introduced herself.
		3. The deadline for program goals is December 1, 2014.
		4. The fall quarter measures and findings need to be uploaded by the beginning of winter quarter.
		5. She gave a brief demonstration of E-Portfolio. She reported that she has been attending classes and doing presentations to the students to get them to participate in the E-Portfolio program. This program is available to students for $42.00 annually.
		6. Regarding advising, she announced that the three professional advisors will be meeting with the departments to go over the content of what they are advising students on in their majors to make sure they have the most current information.
	4. **Undergraduate Studies (AVP Vanderburgh and Dr. Lindfelt)** – Dr. Vanderburgh announced the following:
6. The president is focusing on advising for students and he has been tasked with coming up with a universal model that can work campus wide.
7. This is a work in progress, but he has an overall vision of faculty doing advising for the major courses and for the professional advisors to do more of the GE advising.
8. CSUSB has an 89% retention rate for freshmen and we are 7th in the nation for exceeding the expected retention rate.
9. Tools that will be implemented for the student success collaborative: EAB which is predictive analytic software that they will use to concentrate on those students that are in the “murky middle”.
10. Another tool is a new program called Grades First. This program provides an early warning system that faculty can use to alert advisors of students that may need help. The faculty will login into the system and check a few boxes and then an email is generated and sent to the designated advisor. The software is a uniform platform that will keep cumulative notes on each student to assist in the advising process. A discussion followed with questions from the chairs.
	1. **Strategic Planning update (Dr. Rizzo)** – Dr. Rizzo announced that the committee has gathered and coded data from the last meeting and the following is what was expressed in the data:
11. Identity/Brand
12. Student Success
13. Faculty Success
14. Resources
15. Social Impact

He also reported that the committee is currently working on a vision statement; there is a draft of the core values and drafts of the mission statement on the website. He also mentioned that they are developing goals. Dr. Williams added that the last forum was recorded and can be watched online if anyone missed it and would like to watch it. Dr. Rizzo encouraged individuals to go to the website and look at the drafts and make comments.

* 1. **Faculty Searches** – The dean asked the chairs about the training that Academic Personnel has been providing to members of the search committees to assist them in the effort to generate a large and diverse pool for each search. There was a brief discussion about the hiring process and the procedural changes. Renee will get clarification from Academic Personnel regarding when the confidential pool is checked. The dean said it is checked twice, but she is unclear as to when it is checked for the second time. The dean also asked the chairs regarding start-up funding to determine up front and think more broadly on what faculty members will need to come here and be able to succeed.
	2. **Deans’ meeting update –** The dean reported the following:
1. There was a Fulbright representative at the meeting. The goal is to have a greater number of faculty members and students participate in the program.
2. Regarding faculty equity: There is $250k available to begin to address the inequity in faculty salaries. Talks have begun to determine the way in which this funding will be allocated.
3. New searches for a WRI Director and Egyptology faculty. Each college may be asked to submit a representative for the search committees; an administrator will chair the WRI search committee.
	1. **WASC action plan –** The dean had previously sent out the current version by email to the chairs and she discussed the report with them about which parts affect our college. She feels that we as a college are in pretty good shape regarding the action plan and what is required of us.
4. **Other:**