Natural Sciences Council of Chairs Meeting

February 17, 2014

1:00-2:42 p.m., BI-104

1. **Approval of minutes for February 3, 2014:** approved as amended.
2. **Informational Items**
   1. **Announcements by chairs:**

* Dr. Williams announced that the department is bringing candidates to campus during the weeks of February 24, 2014 and March 3, 2014.
* Dr. Rizzo announced that they have a candidate on campus today and more are scheduled to come over the next two weeks.
* Dr. Polcyn announced that their department hosted a candidate last week and two more will be visiting campus next week.
* Dr. Dodd-Butera announced that the nursing department has already had two candidates on campus and an offer has been made in one search.
* Dr. Voigt announced that their department is in the process of putting together the faculty applicant roster and that they plan on inviting six candidates for campus visits for their two searches.
  1. **Announcements from the administration:**
* **Impaction –** Although **t**he University as a whole is not moving forward with impaction, it is possible that impacted status will be sought (for fall 2016) for specific programs.
* **Equipment requests –** The equipment requests are due to the dean today.

State funds have been distributed to the college, but we are still waiting on the Lottery funds to be disbursed.

* **Funding priorities -** The list of funding priorities for each department are due to the dean by the end of the month. These are requests that require new funding.
* **Faculty mentoring survey –** The survey has been sent out and is due at the end of this week.
* **Chairs Meetings –** Beginning in fall, 2014, chairs meetings will be moved to Wednesday afternoons rather than Mondays (unless good reasons come to light).
* **Online bulletin and class schedules –** Both the bulletin and class schedule will be online beginning in fall 2014.
* **SOTEs –** Departments that believe that they have classes that should be considered for exemptions from SOTES for this quarter should send requests to the dean for approval.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that the summer target has been released and that the target for CNS is 502. This has not yet been divided out by department, but once it has it will be sent out to the chairs.
2. Dashboard shows up to the minute enrollment data and the historical data is now up and running as well.
3. Transfer Day is this Saturday, February 22, 2014; instructors will present from 10:00-10:40am.
4. As of March 3, 2014, all rooms campus wide will have unrestricted access for fall schedule build.
   1. **Development update:** Ms. Dorsey reported the following:
5. DOD Search – There is one candidate that has moved on to a second interview.
6. $2400 in gifts have come in since the last meeting.
7. The college is at $854k for the year, which is at 66% of our goal.
   1. **Assessment update:** Dr. Hovannesian reported that:
8. A Courageous Conversation session was held on February 5, 2014, and a second session will be held on March 6, 2014. An email invitation for this session will be sent out soon. During the first session, the groups worked on software called Titan Pads that enabled the groups members to see and edit each other’s ideas.
9. We are four months from our assessment deadline. Assessment measure collection is currently underway.
10. The next program leader meeting will be on March 4, 2014.
11. Please submit your faculty credentials to Audrey, so Tim, the student assistant in the college office can input them into TaskStream.
12. Reminder that winter syllabi need to be uploaded.
13. Each department will receive a “Who is still here”. The report shows if there are still students lingering in their majors rather then moving on to graduation.
14. Information regarding GE deficiencies will also be made available.
15. **Dashboard presentation (Muriel Wagner-Lopez) –** Ms. Lopez-Wagner gave a presentation on Dashboard and Dartboard and the capabilities these tools have for assisting the department chairs in obtaining student success data and enrollment management data. If anyone is interested in obtaining additional training or has additional questions, please contact Ms. Wagner-Lopez’ office. The website to access Dashboard and Dartboard is ir.csusb.edu.
16. **CNS Advising Plan –** A number of departments have a large faculty to major ratio, in addition students on probation will be advised in the academic colleges in the future. Dr. Lindfelt discussed a proposal on which he is working. The proposal is to expand the CNS Peer Advising Center to a CNS Advising Center. The proposal calls for an additional SSP to be hired and for additional peer advisors. The proposal suggests that students (including those on probation) will be advised in the advising center and in parallel with faculty advisors from their majors. The proposal includes having the Health Professions Advising Center and the Peer Advising Center housed together. A discussion followed.
17. **Technology support (including instructional support)** – The dean recently met with VP Sudhakar from IT Services. There may be ways in which the current college model for providing technology support could be improved. VP Sudhakar will attend the next chairs meeting to speak with the chairs about approaches that may be more effective. The dean also reported that ODL is being moved from Academic Affairs to ITS.
18. **Other:**