Natural Sciences Council of Chairs Meeting

February 3, 2014

1:00-2:20 p.m., BI-104

1. **Approval of minutes for January 6, 2014:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**

* Dr. Smith announced that the search committee for a DOD interviewed a candidate last week and they will be interviewing another candidate on February, 11, 2014. He also announced that the Department of Geological Sciences will be hosting a symposium with various geological societies on Thursday, February 6, 2014 at 6:00pm in the Obershaw Dining Room. The featured speaker will be Dr. Frederick Chester, professor of geology from Texas A&M University.
* Dr. Stanley announced that Jan Mack retired and that a temporary replacement has been hired through June 2014.
* Dr. Dixon announced that he, Drs. Usher, Zhang, Smith and Cousins submitted a proposal for an NSF CREST grant and they were recently notified that they will receive funding for the next five years.
* Dr. Chen-Maynard announced that there is a Public Health Symposium being held in Sacramento on April 23, 2014 and she and eleven students will be attending.
* Dr. Williams announced that the department is down to ten semi-finalists for faculty recruitment and they hope to narrow it down and bring some candidates to campus soon.
* Dr. Polcyn announced that the biology department has been approved to bring three faculty applicants to campus.
* Dr. Rizzo announced that the kinesiology department is conducting phone interviews for one of the faculty positions and for another position they have been approved to bring faculty candidates to campus.
* Dr. Sweeney announced that pre-nursing has been impacted. Applicants for fall 2014 who had indicated in their applications that they wanted to join the pre-nursing program and who do not meet the admissions criteria have been informed that, by February 3, 2014, they must choose a major (not the pre-nursing program). A discussion followed.
  1. **Announcements from the administration:**
* **Impaction -** The University as a whole is not moving forward with impaction at this time. A brief discussion followed.
* **New Policies –** Dr. Lindfelt announced and discussed three new university policies in the draft phase. They are as follows:

1. MPP reconsideration
2. Campus Tobacco Policy: the proposed amendment is that e-cigarettes be added to the products that may only be used in the designated smoking areas on campus
3. Mandatory Prohibiting Discrimination, Harassment and Retaliation training is to be completed within six months of being hired.

* Equipment requests should be submitted to the dean by Monday, February 17, 2014. State funds have been distributed to the college, but we are still waiting on the Lottery funds to be disbursed.
* **Faculty Mentoring Survey -** The chairs will soon receive a faculty mentoring survey that will be sent out by Institutional Research. Approximately two weeks will be given for completion of the survey.
* **Dean’s Signature –** A reminder that the dean will typically not sign off on items without reading them or being aware of them ahead of time. Most of the time she is being forewarned, but more recently she has been receiving last minute requests for her signature and with her schedule being quite full, it is not always possible to review and sign documents that are submitted at the eleventh hour.
* **Department Funding Priorities –** Last year, each department submitted funding priorities, and the default is that these priorities have carried forward should there be available funds for 2014-15. Please review your department submissions from last year and if there are any amendments, please submit a revised version of your department priorities to the dean by the end of February.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that the FTEs and targets were sent to the provost by Muriel Lopez-Wagner, however, the Chancellor’s Office is most likely going to increase the university target and Muriel is now working on new targets. Dr. Williams requested that the spring 2014 targets be emailed to the chairs again. Dr. Lindfelt said he would send them out again. Dr. Lindfelt handed out the intermediate and large room allocation chart for fall, 2014. He asked if any of the departments want unused rooms on the chart to contact him directly.
   2. **Development update:** Ms. Dorsey reported the following:
2. The Prem Reddy Recognition Ceremony will be held at 4pm today to recognize the $500k gift Dr. Reddy made to the Nursing Lab for equipment.
3. The DisAbility Sports Festival received $1,500k
4. $10k was received from Edison for STEM scholarships which will range from $500-$1,000 for each of 10-20 students
5. Scholarships: A new process is beginning and should be open by March or April. There are still a few more scholarships that need to be distributed this year and emails were sent out by Ms. Dorsey.
   1. **Assessment update:** Dr. Hovannesian reported that
6. There was a program leader meeting on January 28, 2014 with two different sessions being held. She announced that she will continue to hold them once a month until June 15th.
7. Syllabi are now being collected for the winter quarter. Section 820.9 of the FAM provides guidelines.
8. She is also collecting assessment measures for the winter quarter at this time.
9. The assessment report and summary is due by June 15, 2014.
10. As of January 13, 2014, she is also working on student success. Currently, she is looking through all of the GE courses that have historically low student success rates.
11. Surveys – There have been an increased number of requests for surveys and the university has obtained a license with Survey Gizmo to accommodate the requests being made.
12. “Courageous Conversation” – From 1-3pm on February 5, 2014 in the Obershaw Dining Room, there will be conversations going on about developing institutional learning goals for our graduates. If you are interested in attending, please contact Janette Garcia at jygarcia@csusb.edu .
13. **CNS Advising Plan -** Dr. Lindfelt reported that all students on probation who have a declared major will, in the future, be advised in academic colleges. Academic Advising will no longer be handling these students. At this time, there are 317 students on probation in CNS. A component of developing an advising plan for CNS will be to determine how best to handle the advising for these students.
14. **50th Anniversary –** Dr. Smith shared some ideas that the geology department submitted.
15. Use a hand held device that is able to check for lead in children’s toys
16. Showcase the mineral collection of Stu Ellins
17. Take a group on a hike up to the fault line

Dr. Rizzo suggested that the college do a healthy life style theme in which all departments can participate. Dr. Lindfelt requested that each department provide concrete suggestions before the next meeting.

1. **Change of day for Chairs Council** – Admin. Council meetings are now on Monday afternoons; in addition, occasionally other meetings that include the deans are added to the 1-3pm Monday time slot. This makes having the council of chairs meetings on Mondays rather difficult. Beginning in the fall quarter, would another day work, perhaps Wednesday afternoons? Please check your schedules and let the dean know.
2. **Other:**