Natural Sciences Chairs Council

May 10, 2017

1:00pm – 2:55pm, BI-107

In Attendance: K. Fleming, D. Maynard, L. Davidson-Boyd, R. Smith, P. Williams, B. Haddock, C. Stanton, B. Stanley, P. Dixon, M. Chao, D. Tamalis, S. McGill, T. Burch, L. Lewis

1) Approval of minutes for April 26, 2017

- Approved as distributed.

2) Informational Items:

a. Announcements by Chairs

- Dr. McGill reported that geology is having their 25th anniversary party on May 18, 2017 at Escape Brewery in Redlands.

Dr. Tamalis announced that they had an accreditation visit on Monday and Tuesday and he feels that it went well.

b. Announcements from administration

- Evaluations for faculty members receiving an initial 3-year contract of those in the 3rd year of a 3-year contract need to be completed by May 15, 2017. The dean is scheduled to go to these departments to do her evaluation of these faculty members.

- The internal deadline for submission of staff evaluations to the dean is June 16, 2017.

- The chairs will meet next Wednesday at 1:00pm for a Q2S meeting with Dr. Doug Smith.

- The CSUPERB faculty consensus group has four faculty members from each CSU that is part of the affinity group. Two faculty terms are expiring this year and there is an existing vacancy. The dean is asking for names of interested faculty to be submitted to her; names of interested faculty members are due to CSUPERB by May 19, 2017.

- Dr. Rong Chen has been working on the WASC report that is due this summer. Some requests for information may be forthcoming.

3) Discussion Items:

a. Staff hiring/evaluations (Rebecca Christopher) Ms. Christopher handed out paperwork that will assist in the evaluation process and discussed the following:

- Staff evaluations are due in Human Resources by June 30, 2017.

- All staff need a current position description on file with Human Resources. Email Rebecca at [rebecca@csusb.edu](mailto:rebecca@csusb.edu) if you need the current position description for each staff member. These descriptions should be updated annually and she suggested that the evaluators meet and collaborate with the staff on updating the positions description.

- HR is using NeoGov for annual staff evaluations this year. Emails will be sent out to evaluators with a list of staff who they are to evaluate. Training dates for NeoGov were sent out recently to MPPs.

- Rebecca discussed the roles of a lead, evaluator and appropriate administrator.

- Unit 4 staff, temporary and probationary staff will not be evaluated in the NeoGov system. Evaluators should still use the paper forms that can be found on the HR website.

-HR has a new onboarding system that is streamlining the recruitment process. New staff will do all of their hiring paperwork online and will have a MyCoyote ID number when they start.

- Background checks usually take 7-10 days to process. Rebecca stated that the MPP or department chair may elect to do their own reference checks (at least 3, including the most recent supervisor) on the proper HR forms that Rebecca can send upon request.

Rebecca then answered questions.

b. Scheduling update (Peter Williams)

- Summer priority registration began on May 8, 2017

- Fall priority registration beginning on May the 25, 2017

- To date, information has not been provided about the number of seats that should be saved for students attending SOAR. Information will be sent out once received.

- Winter 2018 schedule build begins on May 15, 2017. Large lecture rooms have been allocated.

- A request has been sent out asking that all departments update their 4-year road maps for freshmen and 2-year road maps for transfer students in every program and submit them to Chirs Lindfelt by October 15, 2017.

c. Faculty Searches

- Based on the information provided by chairs, the dean has compiled a list that she has to submit to the provost by Friday, May 12, 2017. The dean discussed the list and her rationale for the priority of the departments on her list. If any of the chairs have any additional input please provide it immediately.

d. Provost

- There was a discussion about the suggested questions/concerns that were sent to the dean for the upcoming provost visit to the May 24, 2017 chairs meeting.

e. Part-time funding

- The provost has proposed a new model for part-time funding to the colleges beginning in the 2017-18 AY

- This new model is intended to provide additional funding that better reflects actual costs

- The ultimate goal of the new model is to have the money for the entire AY disbursed before the fall begins

- Jenna Aguirre is working closely with the college AA/Ss regarding the new model

- The model is a work in progress - any questions regarding this new model should be directed to the dean or Renee Smith

- Part-time lecturers with full-time entitlements need to be moved into serialized positions. Their salaries will be moved to permanent funding and out of part-time funding

- Part-time funds that are used for instructional student assistants, student assistants, teaching associates and special consultants can be moved out of part-time funding into their own accounts.

A discussion followed.

4) Other: