Natural Sciences Council of Chairs Meeting

June 9, 2014

1:00-2:15 p.m., BI-104

1. **Approval of minutes for May 19, 2014:** approved as distributed
2. **Informational Items:**
   1. **Announcements by chairs:**
      * Dr. Dixon reported that PHYS 121 for the fall quarter is full and there is a waiting list for the course. The department is looking for a resolution to opening up this “bottle neck” for the 2015-16 AY.
      * Ms. Lewis announced that there are 480 graduates registered for Saturday’s commencement, which is the most our college has ever had walk. She also told the chairs to report to the Founder’s Room by 6:30pm on Saturday.
   2. **Announcements from the administration:**
      * **Summer Chairs Meetings** – The chairs meeting for June 23, 2014 has been changed to June 30,2014.
      * **Staff Appreciation Day** – will be on June 25, 2014.
      * **Dr. Milton Clark’s Retirement Reception** – The reception will be held in the Obershaw Dining Room on June 11, 2014 from 3:00-5:00pm.
      * **New Faculty Positions** – The departments of Biology, Chemistry and Physics received new funding for faculty positions.
      * **CNS Outstanding Students Reception** – The Outstanding Students Reception will be held on Friday, June 13, 2014 from 3:00-4:30pm in the Pine Room.
      * **Staff Evaluations** – Annual staff evaluations are due in Human Resources by June 30, 2014. Please submit the evaluations to Lory no later than June 23, 2014 to give the dean time to review them, sign them and forward to the provost’s office for review and signature.
      * **Department Impactions** – If any department is interested in pursuing impaction status, please contact the dean.
      * **Requests for Tenure-Track Hiring –** requests for tenure-track searches for next year should be submitted on the new form (once fixed) that she emailed out to the chairs on June 5, 2014.
      * **WASC Visit –** The visit will take place from September 30, 2014 through October 2, 2014.
      * **Salary Equity Issues –** Rectifying the salary equity issues for tenure-track faculty is a high priority for President Morales.
      * **Business Continuity Plan –** Dr. Lindfelt will forward an email to the chairs regarding the continuity plan.
      * **International Task Forces –** These task forces need representation from departments. If anyone is interested and willing to serve, please contact Dr. Lindfelt.
      * **Probationary Students –** The current plan is that beginning winter, 2015, all probationary students will be handled by the colleges.
      * **SOTE Update –** The AAC did not support the proposal of administering SOTEs in 2/3 of all classes. Additional discussions will occur soon.
      * **RPT Guidelines –** The Faculty Senate is turning down department RPT guidelines that include fixed quantitative measures (inconsistent with the FAM). Guidelines should not have fixed quantitative measures in them.
3. **Discussion Items**
4. **Budget –** 
   * The CSU system requested $237 million from the governor. The governor proposed $142 million; however, an additional $95 million may be given to the system with some conditions attached.
   * The dean reported that our current understanding is that the college will not receive additional funding (for example, monies for additional sections) until all of existing monies are spent. The college, rather than departments, is seen as a unit, which means all of the departments and the college office must expend current funds before a request may be made for additional funding.
   * The provost requested that the colleges provide him with projections of funding for part-time faculty members for the 2014-2015 AY and how the departments would fund them (baseline, soft monies, re-directed funds). We will use the actual amounts from the winter and spring of this year and use the upcoming fall numbers for these projections. The dean met with Dr. Stanley and Dr. Williams as a test case for this request. Dr. Stanley then met with Renee and sent his projections to the dean. The dean indicated that we must be able to justify requests for funding for additional sections.
5. **Scheduling Update (Dr. Lindfelt) –** Dr. Lindfelt verbally gave out targets for the fall to the departments. There was a 5% increase in targets from last year’s targets. He reported that the college is doing fine as far as summer is concerned. He has individual work sheets for each department that he will hand out. Dr. Lindfelt will meet with some chairs to determine whether or not certain classes with low enrollment will be canceled or not.
   * Dr. Lindfelt reiterated the need to be flexible in terms of adding classes for the fall. In the cases where classes are needed but cannot be added a rationale should be provided for why the need cannot be met. The idea is that with the increased number of transfer students there may be a need to add upper division courses to meet this demand.
   * Dr. Lindfelt also shared that there is data available to aid in the process of forecasting. Dr. Lindfelt is willing to work individually with the departments to attempt to plan effectively.
   * The forecasting data seems to suggest that there will be a need for additional sections of the NSCI capstones and Dr. Lindfelt asked the chairs to be aware of said issue as the instructors are usually from the departments.
6. **Development Update (Ms. Dorsey) –** Ms. Dorsey reported that another candidate for the vacant DOD position will be on campus tomorrow for a 2nd interview. The college has brought in just under $921k for the year and we are at 77% of our goal. She also reported that the university has received $4.7 million for this year.
7. **Assessment Update – (Dr. Hovannesian) –** Dr. Hovannesian reported that
8. The deadline for assessment input is Monday, June 16, 2014.
9. AWP is looking at structures across the campus.
10. The survey link that was sent out in the reminder email was email specific and therefore did not work. She encouraged everyone to look for the original email that was sent out by Muriel Wagner-Lopez and to complete the assessment survey.
11. The coordinators will be developing a program development map
12. She is working on action plans
13. She is seeking greater faculty involvement in assessment discussions.
14. **Other –**