Natural Sciences Chairs Council

August 16, 2017

1:00pm – 2:40pm, BI-107

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

1. Approval of minutes for June 7, 2017
* Approved as distributed
1. Informational Items:
2. Announcements by Chairs
* Dr. Stanton attended an EO1110 conference. ELM and EPT will no longer be administered. Instead, placement will be based on multiple measures. Developmental classes will no longer be required but replaced by co-requisite classes and/or stretch classes.
* Dr. McGill announced Geology is hosting a teaching workshop, Intro to GeoScience Courses on September 7th & 8th.
* Dr. Maynard reported on the updates to the CNS web sites. The College, Chemistry and CSE new web sites have launched.
* Dr. Tamalis reported that the graduate level classes are proceeding on schedule for the Q2S conversion.
* Dr. Davidson-Boyd announced that the September 7th SOAR has been cancelled. She also reported that Dr. Lindfelt would like the roadmaps for the different departments to be submitted by October 13.
* Dr. Chao stated the new electron microscope will be installed soon. A keypad will be on the door to limit access to the room to only those approved.
* Dr. Burch reported that she has been consumed with working on the BRN report and hopes to have it submitted soon. She also inquired about policy regarding students who miss SOAR date and are dismissed by the university. Dr. Williams stated that has always been the policy. Dr. Dixon inquired if there was an appeal process. Dr. Davidson-Boyd said she would look into it and report back to the chairs.
1. Announcements from administration
* If you have an open computer lab, CERF funds can be used to pay the staff required to oversee the lab and for purchase of equipment.
* There are 3 new department chairs beginning fall quarter. Dr. Burch will be the chair of the Department of Nursing, Dr. Kim Cousins will be the chair of the Department of Chemistry, and Dr. Haiyan Qiao will be the director of the School of Computer Science and Engineering.
* Dr. Williams reminded the chairs that the evaluation committees be established as quickly as possible.
* Convocation will take place September 18th. The College Convocation will be in the afternoon from 2 p.m. until 4 p.m.
* If you are using any inventoried equipment off campus, you must fill out the Off Campus Use Form.
* A reminder that all syllabi need to be kept on file in the department.
* Renee reiterated that the department office needs to be open from 8 a.m. until 4:30 p.m. Full time staff need to have a minimum of a 30 minute lunch break, as well as two 15 minutes breaks throughout the day. The option is there for a one hour lunch break and then the office hours would be lengthened to 5 p.m. A student employee cannot open the office and cannot be alone in the office. If the staff person needs to close the office, a sign should be posted on the door with instructions.
* Reminder to check panic buttons. Dr. Burch asked about the possibility of acquiring more buttons for the department.
* Dr. Williams asked department chairs to send him highlights from the departments to be used at convocation.
1. Discussion Items:
	1. Q2S update (Doug Smith)
	* C forms are now available online. P forms should be ready and online in about 1 week. The assessment plan should be turned into the assessment coordinator when the C, P forms are turned in.
	1. Scheduling update (Peter Williams)
	* The college is currently at 4,535 FTES which is 92.5% of target.
	1. Assessment
	* Amber is working to get everything put together for WASC. She will attend a meeting to discuss this with the department chairs.
	1. Admissions
* Admissions requested input on recruitment strategy through pointed questions. Send input to Dr. Davidson-Boyd with copy to Dr. Williams.
	1. Searches
* Dr. Williams distributed an article on recruiting and retaining diverse faculty.
1. Other:
* Next meeting September 6th