Natural Sciences Chairs Council

October 17, 2018

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, P. Dixon, S. McMurran, B. Haddock, T. Burch, D. Maynard, K. Cousins, H. Qiao, M. Chao, D. Smith, T. Valencia, C. Davis, D. Rinebolt

1. **David Marshall**  Director, University Honors Program
* Dr. Marshal provided chairs with information packets on the University Honors Program. Several departments within the college have department honors programs. Dr. Marshall asked the chairs to think about CNS guidelines for what constitutes an honors research project. Clear expectations of what is required of the students is needed.
* Dr. Pantula inquired about the funding of the program. Dr. Marshall reported that funding for the University Honors Program is handled by Undergraduate Studies.
1. **Approval of minutes**

Corrections will be made. Vote for approval will be at next meeting.

1. **Promotion and Tenure Criteria in Departments** – Seval Yildirim
* Dr. Yildirim reported that many departments on campus do not have criteria for promotion or tenure. She reported that junior faculty have expressed concerns. They would like to know what is required of them before they seek promotion or tenure. Some chairs expressed their concerns that criteria for promotion set in stone will only complicate things.
* Dr. Yildirim encouraged the chairs to seriously consider finalizing their criteria for promotion and getting it approved by the Faculty Senate.
* Dr. Pantula also encouraged the departments without approved guidelines to formalize them during this year for the benefit of their faculty, for the College Evaluation Committee and for the dean.
* Dr. Pantula inquired if the College Evaluation Committee might already have criteria in place when they review the faculty request for promotion or tenure.
1. **Informational Items**:
	1. Announcements by chairs
* Dr. Dixon reported that he had just learned that a DOD clerical error caused a major grant proposal to be rejected. This is the second time this has happened with a major grant proposal. He inquired if there was any way to compensate the faculty who put so much time and energy into this grant proposal and lost it through no fault of their own.
* Dr. Burch reported that the faculty search the nursing department is engaged in is going well.
	1. Announcements from administration
* Dr. McGill reported that for Winter 2019
	+ Advising begins October 22nd
	+ Priority registration begins October 29th

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* Dr. McGill reported that for Spring 2019.
	+ Schedule building began October 15th
	+ Phase One – Oct 15-Oct 26 – classrooms restricted to department allocations
	+ Phase Two – Oct 29-Nov 2 – can schedule in vacant classrooms within the college
	+ Nov 5-6 Optimizer run (do not attempt to schedule rooms)
	+ Nov 7-16 – classrooms are unrestricted campus wide
* Dr. McGill reported that she had shared the GoogleSheet with all chairs, ASCs and schedulers. She requested that schedulers try to have their planned semester offering of services courses listed by the end of the fall quarter.
* Dr. Smith reminded chairs that October 31st is the deadline for Track 3 Q2S. It is also the deadline for the quarter bridge classes.
* Dr. Smith mentioned that there are issues with funding information that is missing. Chairs were encouraged to reach out to Patrick Bungard and make sure he gets this information.
* Dr. Smith reported that some departments have not submitted track1/track2 post curriculum materials that were due. He will send out an email to those departments who missed the deadline.
* Dr. Maynard reported that we are in the 3rd of a 5 year STEM A4US grant. Currently there are 3 STEM counselors and 13 peer advisors. An offer has been extended to a 4th STEM counselor. The Project Manager position has been posted and review of applicants will begin October 29th.
* Dr. Pantula reported that the Rogers Fellows Banquet at PDC went very well and it was touching to hear the stories of our Nursing students who are receiving these fellowships.
1. **Discussion Items**:
	1. CEC and Graduate Council Needs
* Dr. Davis reported that the college has not received any nominations for the vacancy on the College Evaluation Committee or the vacancy on the Graduate Council Committee. She pointed out to the chairs the predicament this places the college in concerning the review of faculty seeking promotion and/or tenure. She asked the chairs to reach out to their faculty and encourage eligible candidates to apply. Question was raised about giving assigned time to faculty for service on the CEC as it is a very time consuming position.
	1. Active Learning Classrooms
* Email from Jenny Sorenson was shared with the chairs. A request has been made to determine what the College needs in terms of active learning classrooms and classroom equipment. All of the chairs voiced the desire to be included in this meeting.
1. **Other**
	1. Commencement
* A reminder was given that commencement will be held December 8th at 5 p.m. CNS will be the only college in that timeslot. A request was made for suggestions for the Mace Bearer. A request was also made for suggestions for a singer from our college for the national anthem. Chairs were reminded of the importance of their attendance at this event and were asked to encourage their faculty to attend. Dr. Cousins requested a list of students by department who will not only graduate in December but who have registered to attend commencement as she believes it will help in motivating faculty to attend.
	1. Homecoming
* A list of previous proposed activities was updated by the departments. Also, correction was made to the time of the event.
	1. E-Learning
* At the last meeting, Dr. Pantula distributed information about e-learning community, and requested suggestions for names of faculty and courses that could be worked on during this year. He requested chairs get that information to him as soon as possible.