Natural Sciences Chairs Council

January 25, 2017

2:00pm – 2:54pm, Panorama Room

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

* 1. Approval of minutes for January 11, 2017 approved as distributed.

1. Informational Items:
   1. Announcements by chairs: No announcements
   2. Announcements from administration
      * + Reminder of upcoming absences for Dean Fleming: Jan. 26-27, Feb. 6-10, 13, 24.
        + Equipment requests are due Feb. 1. The SEM needs replacing and because of the recent flooding of the PE building, there is instructional equipment that needs to be replaced. This will affect the amount of equipment funds available for this year; funds will need to be held for the SEM and kinesiology equipment in case the monies cannot be found from other sources.
        + Additional sections requests are due on January 30, 2017.
        + Lory sent out a nomination email for the college wide faculty awards. The deadline to submit the nominations is March 17, 2017
        + If departments have alumni visiting campus, please notify Doreen Hatcher in Alumni Affairs and copy the dean and Kevin Shaw
        + On January 12, 2017 Davida Fischman sent out an email soliciting feedback for the Faculty Center for Excellence. Please send any input on the center directly to Dr. Fischman
        + There will be a recruiting event on March 4 in the afternoon. Details will follow but expect each department to need a representative.
2. Discussion Items:
   1. Website redesign (Michael Casadonte) Michael spoke to the group about the process for migrating department websites to the new system. He will create outlines for each department based on the current websites and send to the chairs for review. Once the outline is approved, the department will provide revised content if necessary. The ITS Web Design team will then migrate the website to the new system and set a live launch date. Michael then described certain features that can be used with the new system, Drupal. Drupal training is two hours for the content editor in each department. Michael then answered questions.
   2. SOTE envelopes (Lori Caruther-Collins) Lori distributed a draft of the new SOTE envelope that they would like departments to use in future quarters. She was seeking feedback, questions and suggestions from the group on the new envelope. A discussion followed.
   3. Scheduling update (Peter Williams)
      * + Winter 2017: As of today, the college is at 107.7% of target, and census is on January 30, 2017.
        + Spring 2017: Priority registration is from February 13 – March 6, 2017.
        + Summer 2017: All open rooms are now available, and schedule build ends on February 3, 2017.
        + Fall 2017: Schedule build begins on February 27. The temporary classrooms TC-013-017 will be dismantled to make way for the new Extended Learning Building. We will be losing some 60-size classrooms and Peter is working on finding comparable rooms.
   4. Strategic Plan (Dave Maynard)
      * + Dave handed out a draft of the strategic plan. He briefly went over the document and asked the chairs to review goals 1 and 2 and be ready to discuss them at the next chairs meeting. The draft may be circulated to faculty members and staff for input. A brief discussion followed.
   5. SSI request – The dean reported the following:
      * + The deadline for submission is January 30, 2017.
        + Lesley Davidson-Boyd and Qiana Wallace revised the earlier draft and based on what was learned at the help session created two, rather than one proposal; one under the advising and retention category and one under the student development category.
        + The dean briefly explained the proposals and asked that any suggestions and/or revisions be submitted to her ASAP so they can be incorporated before the proposal deadline. A discussion followed.
   6. Lecturer award – A suggestion was made by a faculty member that the college should consider adding an annual teaching award for lecturers. A discussion followed and the chairs agreed that this award is a good idea.
3. Other:

Dr. Williams reminded the chairs that the dean sent out an email on December 3, 2017 regarding available funding for course redesign using technology for bottleneck courses. Workshops will be held on January 31 and February 10 from 12-1pm to assist interested faculty members in preparing a proposal. Lunch will be provided at these workshops. Applications are due internally by February 13, 2017 and should be submitted to ATI. Any questions should be directed to Mihaela Popescu.

College Student Success Teams – The dean feels that faculty participation is important for this team. She will send out an email to the college faculty to see if there is anyone interested in being on this team. A brief discussion followed.