Natural Sciences Chairs Council Meeting

January 27, 2016

1:00pm – 3:00pm, BI-104

In Attendance: K. Fleming, P. Williams, B. Stanley, T. Rizzo, C. Stanton, S. McGill, P. Dixon, M. Schultz, D. Polcyn, D. Chen-Maynard, K. Shaw, C. Levin, S. Kelly

1. Approval of minutes for January 13th, 2016 – Approved as Distributed
2. Informational Items:
	1. Announcements by Chairs
		* No Announcements
	2. Announcements by Administration
		* Additional section information for winter 2016 is due by Feb. 3rd
		* A reminder that the CNS chairs council lunch is at 11:30am on January 29th at the Dehli Palace.
		* The university wide New Year’s celebration is from 11:30am – 1:30pm, January 29th, 2016 SMSU
		* Peace Garden will be dedicated to the victims of the SB shooting.
			+ The landscaper has donated a significant amount of his time to the project
			+ Owen and Maureen Murphy are coordinating a project to sell San Bernardino Strong t-shirts. The proceeds from will go towards the Peace Garden project
		* Dean Fleming, Mike Chao, Dorothy Chen-Maynard, Sarah Callori, and Dave Maynard will be away from Feb 20th-Feb 28th. The trip is to explore the possibility of student internships and faculty research collaborations with Sichuan Institute for Atomic Energy.
		* Lab coordination definition and compensation information is due by Friday, January 29th.
		* A topic of discussion at the dean’s meeting this morning was strategies for increasing the number of international students
		* An online system, Cayuse, for external grant submissions was pilot tested in the fall and will be used for all submissions in the future. Training on the use of the system will be made available
3. Discussion Items
	1. CONCUR (Cindy Levin)
		* Ms. Levin presented on Concur and handed out Concur Travel tutorials
		* She offered to meet with department ASC’s or give tutorials at department meetings
		* Every trip needs to have an approved travel request (including field trips, weekend work travel, trips to PDC for faculty)
		* Concur PowerPoint Tutorial is on CSUSB Travel Website, in the MyCoyote travel portal, and more information is available on the sheet Ms. Levin handed out
	2. Scheduling Update (Peter Williams)
		* Transfer Day is on February 27th, 2016. Faculty representatives are needed from 9:50-10:35am. Please send names of which faculty member will represent each department to Peter and which room will be used
		* Winter Census is on Monday, February 1st. CNS is at 102% of target, the university is just over 100%. Usual course clean-up operations should be underway
		* Spring registration begins on February 15th, 2016. Research bottle-neck courses and determine which classes should be offered at different times. A brief discussion followed.
		* Summer - it is important to secure all needed classrooms by February 12th, 2016 since availability will be very limited after that date. Kim Nicholls and Peter Williams can assist after this date. Summer is also an opportunity to offer additional sections of bottleneck courses where the bottleneck is a lack of available seats. Dr. Rizzo asked about the availability of financial aid; the dean will request this information from Dr. Karmanova. A discussion about canceling classes and tenure-track faculty right-of-refusal followed.
		* The goal is to increase summer FTEs by 10% over last year’s targets.
	3. Tenure-track faculty hiring
		* Candidates have started to come in. A required background check will need to be done before a job offer is extended. Each department has someone who will be requesting background checks (department ASC). The background check should be triggered when the department chair and the dean have agreed on a recommendation. A discussion followed.
		* Background check procedure is located on academic personnel web page.
	4. Bottleneck courses
		* The dean asked for an update of the department level progress on the bottleneck section of the CNS Student Success and Initiatives plan that was created in fall 2015.
4. Other: