Natural Sciences Council of Chairs Meeting

January 6th, 2014

1:00-2:58 p.m., BI-104

1. **Approval of minutes for November 18th, 2013:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**
   2. Dr. Greer passed out a flyer with information on Global Health Fellow Programs 2014 summer internship program. There will be a presentation about these internships at 10:00am on January 13th, 2014 in the Pine Room.
   3. **Announcements from the administration:**

* The advertisement for the associate dean position will be sent out by email in the next few days.
* Today is the deadline to submit requests for funding for additional classes for this quarter. The college has not yet received funding for the fall quarter.
* Equipment requests should be submitted to the dean. No deadline for submittal has been determined yet.
* The number of admission applications for transfer students has increased, while the number of freshmen applications submitted is slightly down.
* Staff members in the college office have switched offices. Renee Smith is now in BI-107F, LeShay Dorsey is in BI-107E, Chris Lindfelt is in BI-107A and the CNS reading room is once again in BI-107G.
* To date, five departments have created RPT guidelines; these guidelines are currently going through the consultation process.
* CSUSB 50th Anniversary: The dean would like the chairs to have concrete ideas for their department’s participation ready to discuss at the next meeting (February 3rd, 2014).

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that the summer schedule build ends on January 31st, 2014. Spring advising starts on February 3rd, 2014. Priority registration for spring begins on February 10th, 2014. Summer advising begins on April 28th, 2014 and priority registration for summer begins on May 5th, 2014. There was a brief discussion on the Early Start Program for the summer. Dr. Rizzo inquired about the enrollment analytics in Dashboard. Dr. Lindfelt reported that Muriel Lopez-Wagner in IR has it in queue and it is being worked on.
   2. **Development update:** Ms. Dorsey reported the following:
2. DOD search – The committee interviewed two candidates and neither was invited back for a second interview. The committee is hoping to interview more qualified candidates in late January or early February.

c. **Assessment update:** Dr. Hovannesian passed out a packet of items that WASC is requesting. The first document, WASC: Summary of Lines of Inquiry: Offsite Review highlights important dates. A second document entitled Fall 2013 Syllabi Analysis highlighted areas that are required by the campus. Plagiarism, Commitment to Diversity and the Course Calendar are to be cut and pasted into each syllabus and are not to be changed or edited. The last document is a sample of a SLO-Aligned Course Calendar submitted by a faculty member that lists a corresponding SLO for covered readings and assignments directly on the syllabus. Dr. Hovannesian also reported that the GE committee has not met yet and she was requesting input be sent to her for the website.

1. **Faculty Searches:** Dr. Hughes stated that the recruiting committees need to apply criteria from the job postings when screening the applicants. She shared a document currently being used by Chico State that has a list of qualifications that they look for in each applicant. She reminded the committee that they need to be consistent when reviewing applicant files and suggested that the department use an instrument to ensure consistency. Dr. Hughes also stated that she is requesting feedback on the handout and suggestions for incorporating a common form for all colleges to use. There was a discussion on the Bio-Statement regarding who should be receiving the completed form. Academic Personnel is working on getting a structured policy in place for the next academic year. A discussion followed. Dr. Hughes also handed out a “cheat sheet” for where to find specific items in the CBA.
2. **CNS Advising Plan:** As part of developing an advising plan, Dr. Lindfelt has requested that each department provide detailed information about how advising is undertaken now. A survey will be used to solicit input from students regarding their advising experience. Dr. Lindfelt and Ms. Hernandez will coordinate the development and fielding of an online survey for this purpose.
3. **Other:** 
   1. **Emails from Dr. Zorn:** Dr. Zorn sent an email stating that the Chancellor’s Office is expecting to have funding (up to $150K per campus per year) available to create “STEM Collaboratives” on eight campuses. If any faculty members are interested in this opportunity please have them contact Dean Fleming.
   2. **Hospitality Policies:** Ms. Smith handed out the hospitality policy to make the chairs aware of what is allowable especially in parts 500 and 600. This policy applies to all state and UEC accounts.
   3. **PDC:** A brief discussion occurred on the process used to determine the class offerings at PDC and the mechanism used to find instructors for these classes.