Natural Sciences Council of Chairs Meeting

October 14th, 2013

1:00-2:38 p.m., BI-104

1. **Approval of minutes for September 30, 2013:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**

* **Dr. Williams:** A reminder that the Scherba lecture will be on Thursday, October 16, 2013. The guest speaker is Keith Comeaux, leader of Mars landing rover.
* **Dr. Sweeney:** The nursing department was given full approval from the Board of Registered Nursing (BRN).
  1. **Announcements from the administration:**
* **October 17, 2013:** Dr. Vincent Tinto will be on campus. The leadership retreat will be led by Dr. Tinto from 8:00-10:50am in the Obershaw Dining Room. Faculty members are invited to a lunch with Dr. Tinto will be from 12:15-1:45pm; the lunch will also be in the Obershaw Dining Room The goal is to have each department represent at the lunch so that the representative may take information back to his/her department. An open session will take place from 2:00-3:50pm (venue TBA).
* **October 21 and 22,2013:** TRC Assessment Workshops. Dr. Kim Costino will facilitate workshops on assessment.
* **October 19, 2013:** CSUSB Open House, 9:00am to 1:00pm.
* **November 6th, 2013:** President’s Academic Excellence Scholars’ Banquet from

5:00 p.m. - 8:00 p.m.

* **November 14, 2013:** Supporting Student Success event will be held from 8:30am-1:30pm in the Obershaw Dining Room.
* **October 25, 2013:** Outstanding Professor nominations due.
* **Change in procedure for grade reporting:** A notification was sent out stating that any grades that are not submitted by the deadline will result in the students receiving an RD. The faculty member will then have to do a Change of Grade form for each student and obtain all of the appropriate signatures before sending the forms to Records.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that the material for spring schedule build was emailed to the departments. Schedule build begins on Monday, October 21, 2013.

b**. Development update:** *added after meeting for your information*

1. Linda’s position was sent to HR last week and the advert has been posted.
2. Natural Sciences has raised $262,400 so far this year.
3. Received $10,000 for Nursing PAES from the United Cancer Research Society.

c. **Assessment update:** Dr. Hovannesian gave an update on the state of assessment.

* + 1. Syllabi collection: department designees (mainly ASC’s) are in the process of uploading syllabi to TaskStream. Syllabi will be reviewed beginning Oct. 23rd for inclusion of Program Goals, and/or Student Learning Outcomes, and other campus required items to determine areas of assistance.
    2. The next assessment task will be emailed by Friday 10/18 and include each departments 2013-2014 selected SLO’s and aligned courses which require the collections of measures (student artifacts).
    3. The dean has asked Dr. Hovannesian to begin a study on student success. The three areas she will be studying are first-time freshmen, transfer students to CSUSB and students that transfer between colleges.
    4. The end of the year reports will be tentatively due by June 15th, 2014.

1. **RPT and SOTE processes (Dr. Buroker):** Dr. Buroker distributed handouts regarding the Periodic Evaluation process (per FAM 300 and the CBA) for full-time and part-time temporary faculty members. Dr. Buroker explained the information on the handouts, and answered questions from the chairs. A brief discussion that followed.
2. **SOTEs continued:** Dr. Rizzo asked the chairs for their suggestions and feedback regarding having SOTEs administered in all classes each quarter. Most of the chairs agreed with the idea of having SOTEs given in each class. This discussion will go before the faculty senate at their meeting tomorrow and Dr. Rizzo wanted to take the views of the chairs before the senate. A brief discussion followed.
3. **Carry forward (Ms. Smith):** No report.
4. **Academic Program Review:** Dr. Lindfelt stated that it appears that the guidelines are asking for department assessment plans and that these guidelines differ from what the external reviewers are being asked to review. Dr. Lindfelt has asked those departments going through the review to give him a game plan on how to approach the apparent discrepancy. He will email the guidelines to the chairs.
5. **Associate dean:** There were late submissions of suggestions for the position description for the associate dean and therefore, it will be tabled until the next meeting.
6. **Other:**