Natural Sciences Chairs Council

October 14th, 2015

1:00pm – 1:50pm, BI-104

In Attendance: K. Fleming, B. Stanley, T. Rizzo, C. Stanton, S. McGill, P. Dixon, M. Schultz, M. Chao, K. Voigt, D. Chen-Maynard, R. Smith, K. Shaw, P. Williams

1. **Approval of minutes for September 20th, 2015 –** Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**
4. **Announcements from administration**
   * Dr. Williams – Needs responses from department chairs for the CNS open house by October 19th.
   * The deadline for submitting reassigned time reports is October 30th. Reports should be submitted for 2014-2015 and fall 2015. A brief discussion followed.
   * Dean Fleming asked for the department chairs comments on the university strategic plan implementation budget by October 18th. This will be a topic of conversation at the Leadership Retreat on October 29th.
   * Department chairs and faculty members may send Lory Lewis up-to-date CV’s that will in turn be entered into TaskStream.
   * New program proposals should be submitted to the Dean by October 28th so that they may be reviewed by her and forwarded to Dr. Chen needs by October 30th.
   * Programs on campus that involve minors (under the age of 18) need to be flagged must be identified. Send the program/event name and the contact person for it to Cara Pham by October 30th.
   * Javier Torner sent out a link for an Identity Finder Data Loss Prevention software. Individual faculty members and staff members may download this software and run it to determine if Level 1 data such as social security numbers or credit card numbers are stored on their computer. The software is not yet available for MACs. It was also noted that the software may yield false positives.
   * CONCUR is now being used for travel requests and reimbursements. Lory and the department ASC’s have been trained. A brief discussion followed.
   * The dean discussed the allocation of equipment funds to colleges. PAES funding is first taken from the lottery funds then the remaining funds are allocated to colleges based on the value of each college’s equipment inventory for equipment purchased in the last ten years. Renée Smith will send a copy of the current inventory to the chairs. be
   * Title IX – Dr. Williams mentioned that a new Title IX document will be sent electronically discussing new changes to the program. Agent of Change is no longer being used. This document lists alternative training events/classes to fulfill the Title IX requirement. In response to a question Dr. Williams mentioned there is no update on the Agent of Change IRB concerns. A brief discussion followed.
   * 5-year reviews from departments for tenured faculty are due by October 26th. Per FAM 652.4 tenured faculty may exclude some SOTEs from the review process. A discussion followed.
   * The nursing department is currently, and temporarily, low on staff members. If you have staff members who may be able to assist in the short-term please let the Dean know.