**CNS Chairs’ Meeting Minutes**

**October 19, 2020**

In attendance: M. Chao, K. Cousins, D. Maynard, L. Mian, B. Haddock, M. Jetter, T Branch, J. Torner, L. Guzman, R. Hernandez, T. Valencia, S. Pantula, S. McGill,

Guests: T Kamanova, H Oh

**ACE I-lab Presentation** (T. Kamanova and H. Oh)

Comprehensive Internationalization presentation. A survey will be sent to students, faculty and staff and all were encouraged to participate. As incentive, there will be weekly drawings for participants. Discussion on what internationalization means to the departments followed.

**Announcements by Chairs**

* T Burch reported Claudia Davis received an award for her national work.
* L Mian reported the chair ad will be posted tomorrow, working on the website and still working on the department evaluation committee. They could use a DEC member from another department.
* M Chao reported Biology will be merging PDC and main campus courses for economy of scale given that they are online and are scheduled at the same time, and faculty submitted abstracts for CSUPERB.
* K Cousins reported they are carrying on.
* D Maynard reported for CSE, the new faculty have off-campus speakers in their courses and the department is launching an advising page modeled after the Kinesiology advising page.
* D Maynard reported for Geology he has been meeting with other CSU geology chairs on field studies and the chair ad should be posted in the next few days.
* M Jetter reported for Math, the attendance at the colloquia has improved in the online environment.
* J. Torner reported that the department is doing well and the classes are going well.
* B Haddock reported faculty are productive in publishing.

**Announcements by Administration**

* L Guzman reported on Advising, still working on the current advising model with Sally. Advising opens up on November 2 and they are currently seeing a lot of EOP students and still recruiting for STEM cohort 5. Advising just had their preview day on Saturday and the transfer preview day will be this upcoming Saturday. There will be 4 Spring Orientations in November.
* R Hernandez reported on a campus request for CNS faculty and staff should be available soon (google form). “Unlikely” screening on November 19.
* T Valencia reported staff (and department chairs) should use their personal holiday and vacation before December 31. They are likely to lose the vacation days otherwise. Also, reported all registration for workshops and seminars should be submitted via Concur (this includes virtual conferences).

**Sally’s Report**

She sent an email on a GE B-5 course from College of Education and is waiting for replies.

* Fall 2020 Supervision and banking

Sally asked if there is concern about students getting pre-approval before registering for exceptional amounts of supervision a courses. She noticed some students were registered in 2 supervision courses in the same semester. The chairs shared examples from their department of why this may be necessary. Sally asked about faculty receiving WTUs for those courses where students are registered for two supervisions courses with the same faculty member. Cousins requested a column on the spreadsheet to indicate the amount of time needed. Banking statements will be distributed to the department chairs this week and the units should be used in Spring 2021 and/or payout in the Spring semester. Banking to fall 2021 is not encouraged because we are carrying it as a debt (an unfunded carryover).

* **Spring 2021 reassigned time approval process**

Google sheets will be sent to department chairs for input of the details on the assignments and are due to Sally by November 2, 2020.

* **Scheduling Update**

Advising plan in still influx. Department chairs should do what they were planning to do. Advising and Academic Services is only meeting one-on-one appointments with students that started fall 2016, 2017 or 2018 and are still < 45 units. Other students with < 45 units will be invited to freshmen check-ins where they will be taught how to use the road maps and create their own MyCAPS.

**Dean’s Report**

* Sastry reported he will be meeting with cabinet this week on the hybrid courses for the spring semester. He asked that any additional information and/or justification be sent to him.
* Sastry inquired about the staff. Are there any staff that are underutilized that we can better utilize across the college? Indicate why some of our temporary staff are critical to the department. Chao shared the response time working with other departments is a concern.
* Sastry shared there are changes in advising coming up.
* Anonymous forms for faculty and staff to submit for suggestions have been created and will be shared with faculty and staff, and maybe posted on the CNS website.

**Budget Report**

Budgets for the college have been received. Permanent funds for all faculty and staff were provided. Funds for temporary staff were distributed as one-time funds. The Provost provided the funds for reassigned time for new faculty and the 3-, 4-, 5- yr untenured faculty releases. Also we received funding for our part-time faculty as usual, and it is important that we are opening enough seats to meet student demand.

* Start Up Funds

The funding for all new faculty has been distributed to the college, of which about $500K has been distributed in lottery funds. Funding is allocated fully for both years of the new faculty this year and the year 2 funding of the last year’s hires. The Dean is reviewing the start-up equipment requests and will work with the department chairs to determine what can be purchased this year. The Dean emphasized the importance of investing these funds as much as possible this year.

* Part Time Faculty Funds for Springs

The budget for hiring part-time faculty is about $3.6 million for the year and was allocated to the departments in September. The Dean is waiting for Spring projections so he can readjust the budget if needed.

* Lab fees – Maynard inquired about lab fees for the spring semester. There will be a call at some point to specify which Spring courses should have their lab fees collected.
* The College is working on being frugal to meet any current and future budget reductions. We will lean on other funds like GEN08, philanthropic, and CERF to minimize any impact on our performance.