Natural Sciences Council of Chairs Meeting

October 28th, 2013

1:00-2:28 p.m., BI-104

1. **Approval of minutes for October 14, 2013:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**

* **No announcements**
  1. **Announcements from the administration:**
* **PAES Event:** The event will be held on November 6, 2013 from 5-8pm in the Coussoulis Arena. Dean Fleming and Dr. Lindfelt are unable to attend and would appreciate it if another representative from our college would be available to attend.
* **Student Success Event:** This event will be held on November 14, 2013 from 8:30am to 1:30pm. Breakfast and lunch will be served.
* **HETs website:** The Hispanic Educational Technology Services website is up and available. The website address is <http://virtualplaza.org/wp/>. The password is calstate2013. This password may be shared but not posted to a website.
* **SOTES:** SOTEs will be administered in all classes except:

1. Classes with fewer than five students (including field experiences, independent studies, thesis and internships)
2. Team taught classes

* **WRPI mini-grants:** The deadline to submit proposals is November 12, 2013.
* **Associate dean position:** The job description has not been approved yet.
* **Exchange migration:** The migration has begun and is ongoing. The goal is to have all full time permanent faculty members and staff migrated to the Exchange server by November 1, 2013. The next phase is to have all part-time faculty members migrated by winter quarter. Any part-time faculty member who would like their email migrated now may contact the tech support person for their department and make an appointment.
* **ABET visit:** The visit is today and tomorrow.
* **Faculty member for Book Now:** Send a name to the dean by November 1, 2013. The dean will then forward the name to Dr. Zorn.
* **Budget Forum:** The forum will be held on November 8, 2013 from 11:00am-12:30pm in the Student Union, room 217 and 218. Vice President Bob Gardner and President Morales will facilitate the forum.
* **Dates for Chairs Meetings in the winter quarter:** January 6, 2014, February 3, 2014, February 17, 2014, March 10, 2014 and March 24, 2014.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that he is still waiting on the targets from the provost for spring, 2014. He also passed out a sheet with schedule build deadlines for the spring build.

b**. Development update:** Ms. Dorsey reported the following:

1. We received the second check for $1,000 for a cadaver donation for the biology department.
2. A check for $500k from Dr. Prem Reddy is on its way.
3. Although Ms. Dorsey was unable to pull the current total due to a conversion to a new database, she reported that our college has brought in the most contributions for the university to date.

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

* + 1. The assessment group will be working under the direction of a person that is yet to be named.
    2. The assessment group is also partnering with faculty senate regarding outcomes assessments.
    3. The assessment group is going through and reviewing course syllabi.
    4. WASC trainings are available now and will continue through March, 2014.
    5. The end of the year reports will be tentatively due by June 15th, 2014.

1. **Summer Funds:** Ms. Smith reported that the amount of revenue that the college received was $67,182. Revenue from the capstones that were taught by instructors from a department was given to that department. In fact, the college didn’t take any revenue from the summer and it was redistributed among the departments. If no questions arise, Ms. Smith will transfer the funds to the departments at the end of the week. The revenue was calculated at $64.50 per unit, per student.
2. **50th Anniversary:** The dean reported that an executive committee that includes a representative from each college will be formed and the dean will be the representative for our college. The 2014-15 AY will be the planning period and the anniversary will be in the 2015-16 AY. The anniversary will last 9, 12 or 18 months, but the duration has not yet been determined. Each unit (college in our case) will be showcased for a specified period of time. The dean is soliciting ideas from the departments on what types of activities they would like to do for the anniversary. She asked that the chairs share this information with the faculty and staff and to submit any ideas directly to her. A finalized plan will be expected from our college by the end of January, 2014.
3. **RPT:** The dean reported that seven departments have chosen to develop new guidelines, one department is undecided and one department has chosen to not develop new guidelines. She suggested that those departments that are far enough along in the process may wish to share with the other departments that are still in the beginning stages. The dean has seen a few of the draft guidelines and she gave a few examples of what catches her attention when she is perusing the document. She feels that the departments need to find balance between ensuring that faculty members are given more certainty about the expectations and not being too inflexible. A discussion followed.
4. **Curricula process:** The dean questioned the chairs as to the process a department uses when they submit curriculum changes. She reminded them that the items should go through the department as a whole (or at least a curriculum committee) and not from the faculty member initiating the change, directly to the department chair and then on to the college.
5. **Carry Forward:** Ms. Smith reported that the budget office has informed her that they will be doing a six month review in December of every department’s carry forward plan to make sure the departments are on target with their spending plans that were submitted and approved. If the department is not on target, they will be asked to do a revision to their carry forward plan. Another review will take place in March, 2014 and a final review in July, 2014. Ms. Smith stated that she has already gone over the process stated above with the department ASCs. A discussion followed.
6. **Other:**