**CNS Chairs’ Meeting Minutes**

**September 21, 2020**

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

**Announcements by Chairs**

* Dr. Mian reported the Health Science Department is busy working on some problems they have discovered in the Q2S conversion of some classes. They are holding meetings in an attempt to fix this as soon as possible. This has affected the advising of students.
* Dr. Mian also reported the department is busy working on updating its web site as well as doing the RPTs.
* Dr. Haddock reported the Kinesiology Department has had to reduce the number of lecturers and the teaching load of those lecturers which has created a morale problem in the department. He is looking into adding a few more GE classes for Spring which will help a little.
* Dr. Haddock reported that the Ethnic Studies GE which is being required to be added to the curriculum is a problem for the Kinesiology Department.
* Dr. Maynard reported the Geology Department recently held a group meeting for junior and senior geology students and it went very well.
* Dr. Maynard reported the Computer Science & Engineering School is currently working on implementing its assessment plan for ABET accreditation.
* Dr. Cousins reported the Chemistry and Biochemistry Department has had informal drop in sessions for adjunct faculty.
* Dr. Cousins reported the hybrid labs are diminishing in size as students are moving to the virtual labs.
* Dr. Cousins reported that the new Ethnic Studies GE will be a problem for the chemistry department too.
* Dr. Cousins reported that many first time freshmen have not seen an adviser at orientation. Some did not take a Math course in fall. She is trying to get them back on track.
* Dr. Chao reported the Biology Department is moving along with the fall semester. They are working on correcting glitches in the new semester curriculum as well.
* Dr. Torner reported the Physics Department has been meeting every two weeks with faculty and the meeting have been well attended.
* Dr. Torner reported the physics faculty have noted a lack of motivation among the students.
* Dr. Torner reported the Physics Department experienced the same problem the Chemistry Department had with the lack of advising of students and students not enrolling in the appropriate classes.
* Dr. Torner thanked Dean Pantula for the email that recently went out to faculty being requested to perform classroom visitations.
* Dr. Burch reported the Nursing Department is still struggling with getting clinical placements scheduled. Covid has created a real nightmare for them. Faculty are scrambling to make things work – scheduling night shifts and weekends.
* Dr. Jetter reported the Math Department is still working on getting its DEC put together.
* Dr. Jetter made a plea that the University keep its license for GradeScope. The Math Department needs this for spring semester. Dr. Torner commented that physics uses it too.
* Ms. Rinebolt shared that she is in the midst of rescheduling several of classroom visits that have to be changed due to appointments made recently to Department Evaluation Committees. Almost every tenured faculty member has been asked to perform a classroom visitation this semester.
* Ms. Valencia reported that she is still waiting for the budget to be given to the college.
* Mr. Hernandez reported that Sastry’s Science Snippets, a newsletter, recently went out to the college. A shorter publication, Science Matters, will soon go out to a campus audience outside the college.
* Mr. Hernandez requested chairs let him know about events they are planning so that he can post them on the Coyote Connections site to inform students of events.
* Dean Pantula mentioned the Staff Recharge Event which was held for staff the previous Friday.

**Announcements by Administration**

* Dr. McGill shared a spreadsheet showing the programs in our college and those that will need to take action to accommodate the new Ethnic Studies GE requirement. Some programs are seeking a waiver, some are reducing the elective units within their programs. She requested the chairs to send any requests for GE waivers or exceptions to the maximum numbr of program units to Dean Pantula for approval and then to upload the signed documents into CourseLeaf.
* Dr. McGill reported she is creating a banking statement for WTUs and will send it out to chairs. She requested the chairs stress the fact that faculty need to use the “banked” WTUs as soon as possible.
* Dr. McGill gave a scheduling update. October 12th the spring schedule will be available to students. October 26th advising will begin for spring semester. November 2nd students will be able to begin registering for class.
* Dr. McGill reported Spring 2021 the reassigned time and teaching assignments for tenure-line faculty should be input into PeopleSoft by the department ASCs by October 16. Dr. McGill will then take that information and put it into a Google sheet and send it to the department chairs to enter more detailed descriptions of reassigned time.
* Dr. McGill and Dr. Guzman reported they are working together to find a system to make sure students do get advising. Dr. Guzman reported that right now the advising center is focusing on grad checks. A spreadsheet illustrating a draft plan for distributing advising load between CNS faculty and CNS professional advisers was shared for input from chairs to be used for development of the final plan.
* Dr. Maynard stated that he had a question about multi-section classes. For example, there is a class with a lecture of 60 students and two labs of 30 students each. One professor teaches the lecture and a lab and a different instructor teaches the other lab. Dr. Cousins asked about sharing Blackboard material. She mentioned that she was told that they can share Blackboard and materials if faculty email their acceptance. Dr. Torner suggested the faculty use something other than Blackboard to post syllabus, etc. Dr. Maynard stated his concern was that a faculty member would object to sharing Blackboard material.
* Dr. Pantula reminded chairs that all travel requests must come through him for approval first.
* Dr. Pantula informed the chairs that we received an A4US supplement.
* Dr. Pantula said he is trying to figure out something for all of us to do that is not on Zoom. He asked chairs if they had any ideas to please relay them to him.