**CNS Chairs’ Meeting Minutes**

**November 2, 2020**

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

**Announcements by Chairs**

* Dr. Torner reported that everything is going well in the Physics Department. They had some issues with prerequisites but those issues have been resolved.
* Dr. Maynard reported that the School of Computer Science & Engineering had some prerequisite issues also. He also reported the department will hold a meeting tomorrow to discuss the director position.
* Dr. Maynard reported the Geology Department is doing fine. They have posted the department chair position and hope to start receiving applications.
* Dr. Chao mentioned that academia has taken up with Twitter lately and suggested that perhaps Mr. Hernandez put an announcement of the position on Twitter.
* Dr. Burch reported that Angie Fangonil-Gagalang recently defended her dissertation and received her PhD.
* Dr. Burch also reported that the pandemic has really made things difficult for the nursing program. Clinicals and labs continue to be a major problem for the students and they are becoming very frustrated and upset.
* Dr. Jetter reported the ETEMS program is looking for students interested in a teaching career. She asked if chairs could reach out to their faculty to see if they are aware of any students who might be interested in this.
* Dr. Mian reported that the Health Science Department has placed their advertisement for their chair position and have received three applications already. Unfortunately, none of the applicants are qualified for the position.
* Dr. Mian also reported that the department held a meeting last week with Dr. Guzman. The faculty were very happy with the information they received to assist with advising students.
* Dr. Haddock reported that today being the first day of registration for spring semester, the Kinesiology Department has had the usual problems but nothing major. He reported that he had also placed the advertisement for the Health Science chair position in the American Kinesiology Association website.
* Dr. Cousins reported Jason Burke had received a $440K grant from the National Institutes of Health to do research on eye cancer. She inquired if anyone knew when the decision will be made on hybrid labs.
* Dr. Guzman reported that she has been busy monitoring emails from students with registration issues. Dr. Guzman also reported the advising center held their first orientation program for Spring 2021 transfer students today, and they will be working on the glitches they encountered today in preparation for the next orientation program.
* Dr. Pantula expressed his gratitude for the career advising sessions that the advising center has held.
* Ms. Valencia announce that she will be sending out spreadsheets to the ASCs in the different departments concerning start-up funds and class accounts.

**Announcements by Administration**

* Dr. McGill reported that spring registration had started today. She asked the chairs if they had labs scheduled that are not active yet – scheduled in case they are needed. Some of the department have their spring schedule set up that way, others have the labs open but will monitor the enrollment to combine labs if needed due to low enrollment.
* Dr. McGill reminded the chairs that today is the deadline to update and provide details regarding Spring 2021 reassigned time in the departmental Google Sheets. She announced she plans to notify the chairs of what has been approved within the next two weeks.
* Dr. McGill announced that summer session schedule building will begin November 16th and run through December 18th.
* Dr. Pantula spoke to the chairs about reconciling the part-time faculty budget. Computer Science, Nursing, Math and Physics all have issues that need to be resolved. He emphasized that careful monitoring of the budget is very important.
* Dr. Pantula reported that at the last CSU Science Deans’ meeting there was a discussion about the chancellor’s office doing an audit concerning reassigned time. He will be meeting with the Provost to discuss CNS reassigned time in the next week or two.
* Dr. Chao expressed some concern over the anatomy & physiology labs for non-majors in the spring semester. Since this is the first time A&P has been offered in the semester system, he is unsure how many labs will be needed in spring. He inquired if the Provost will support adding sections if needed. Dr. Pantula replied that we will assist with this expense related to increased seats.
* Dr. Pantula spoke to the issue concerning an email that went out to staff advising them about voluntary time reductions. Dr. Pantula said that none of the deans were aware that this email was going out and they each had calls from staff asking about the email. The second email from HR indicated it is something they are required to inform all staff. Dr. Pantula mentioned the Budget Forum that is going to be held on November 19th and advised the chairs to encourage their faculty and staff to attend the meeting.
* Dr. Pantula advised the chairs that the feasibility study for the new building has started. HGA is the company providing the study. They made a presentation last week. They will be looking at what space we are entitled to based on our FTEs. Dr. Pantula stated that he would like the feasibility study completed by the end of spring semester.
* Dr. Pantula stated a building survey was sent to the chairs right before the meeting and he asked the chairs to please work on completing the survey within the next 2 weeks and submit it to him. He also asked the chairs to let him know if they have a student they believe should be on the visioning committee.