Natural Sciences Chairs Council

November 30, 2016

1:00pm – 2:49pm, BI-104

In Attendance: K. Fleming, D. Tamalis, T. Burch, P. Williams, D. Maynard, B. Haddock, C. Stanton, S. McGill, P. Dixon, M. Chao, B. Stanley, D. Turner, R. Smith, L. Lewis

1. Approval of minutes for October 26, 2016
* Approved as distributed.
1. Informational Items:
2. Announcements by Chairs
	* Dr. McGill announced that there will be an NSF INCLUDES round table event on Thursday, December 15th.
3. Announcements from administration
	* Mrs. Swindell gave the dean a report on the amount of funding spent on lab coordination across the college. It was determined that we have not reached the point in which the amount being expended by any department would support a full-time lab coordinator.
	* Dr. Maynard is working on supervision units.
	* Reminder that class accounts should be used and used as intended.
	* Reminder that CERF funds may be used for travel based on pedagogy.
	* As part of scheduling Dr. Williams is overseeing proposals from departments that wish to offer courses during non-traditional times and in non-traditional formats.
	* On Friday, December 2nd, the college will be hosting a Peace Garden Dedication Ceremony from 3:30-5:00pm.
	* Council of Chairs holiday luncheon will be on Friday, December 9th at 11:30am at Paul Martin’s American Grill.
	* On December 15th, the dean will be hosting a college staff lunch in the CNS Museum.
	* We have nearly completed processing administrator rights for chairs and staff. Faculty members who want to retain or gain administrator rights to their computers, please fill out the form and submit it to the dean no later than December 14th.
	* The college has received $741,000 for additional sections.
	* Summer incentive funds have not yet been distributed to departments/colleges.
	* HSI STEM grant – additional information about this grant will be disseminated, via department meetings. There is $150k per year available for faculty and staff professional development.
	* Drs. Brett Stanley and David Maynard are the college reps for the Graduation Rate Initiative taskforce.
	* Dr. Doug Smith is the college coordinator for the Q2S.
4. Discussion Items:
	1. OSR (Francisca Beer) – Dr. Beer gave the council an update on the programs offered by OSR. She handed out a flyer outlining the services and benefits of the OSR and a 2016-17 calendar of events. (see attached). There was a brief discussion regarding the peer lab instructors; the CNS chairs are supportive of continuation of this program.
	2. Alumni Relations (Doreen Hatcher) – Ms. Hatcher reported that the recent Fall Homecoming event was a success. She offered to assist departments with any upcoming alumni events they may be hosting. She then handed out a flyer with information regarding the “Alumni Professor for a Day” that will be held on May 3rd, 2017 (see attached). A brief discussion followed.
	3. Scheduling update (Peter Williams)
* Winter - As of today, we are at 105% of target.
* Spring – Schedule build is complete. Advising begins on February 6, 2017 and priority registration begins on February 13th, 2017.
* Summer – Schedule build begins on December 19th, 2016.
	1. Strategic plan update (David Maynard)
* The committee has met a few times and are not yet ready to provide a draft. Dr. Maynard handed out a list (see attached) of items that the committee is currently discussing. The committee meets again next Tuesday. Please email Dr. Maynard and let him know if you feel that there are items that should be on the list for discussion and rank the current items by the end of next week.
	1. Website update (David Maynard) Dr. Maynard brought up the “new” CNS website that will go live on December 5th. The chairs gave feedback and suggestions on the new website. Dr. Maynard will get the changes made before the go live date. They are working on having all of the departments’ new websites complete by the end of this academic year. Dr. Maynard handed out a form regarding website migration to Drupal (see attached).
	2. Q2S update – The dean gave the following update:
* On December 1st, notifications will go out to departments regarding funding for converting or transforming programs.
* Executive Order 1071 will mostly impact the graduate programs more so than the undergraduate programs. A list of affected programs will be distributed soon.
* A discussion of the normative number of units for a course ensued, particularly the pros and cons of offering 3 unit or 4 unit courses.
	1. Assessment Coordinator – The college currently does not have an assessment coordinator. The dean sent out a description based on the one used by Social and Behavioral Sciences. A formal call will be sent out to see if anyone is interested in applying. The position comes with course of reassigned time per quarter. The dean asked the chairs to give any feedback on the description to her by next week.
	2. IUSE resubmission? The dean asked the chairs if they would support a resubmission of the proposal. The chairs support the re-submission.

4) Other: