Natural Sciences Council of Chairs Meeting

March 10, 2014

1:00-3:13 p.m., BI-104

1. **Approval of minutes for February 17, 2014:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**

* Dr. Sweeney announced that the department has successfully hired one candidate and they have another that has given a verbal commitment. They are now working on the department chair position, for which there are four applicants.
* Dr. Rizzo announced that they conducted on-campus interviews for two of the three searches. The department is in the process of preparing offers and may make a total of three offers from the two searches. Campus visits will take place in April for the third position.
* Dr. Williams announced that they finished their candidate campus visits and they will be meeting tomorrow to discuss the candidates and make a recommendation.
* Dr. Polcyn announced that the department has made a unanimous recommendation on their candidate and hopefully an offer will be going out soon.
* Dr. Voigt announced that their department has had one computer engineering candidate come for a campus visit and that another will be coming tomorrow. Campus visits for the computer science position will follow.
  1. **Announcements from the administration:**
* **Additional classes for spring –** Send requests to the dean for added classes by noon on April 1, 2014.
* **April 28, 2014 chairs’ meeting –** The dean announced that the meeting may be held in the Pine Room. College advisors and faculty will be invited to come for a presentation by VPs Sudhakar and Haynes on predictive analytics. Lory still has to confirm this meeting and will contact the chairs and send an invitation to the faculty once it is confirmed.
* **Chairs’ meetings –** The council of chairs meetings will move to Wednesdays from 1:00-3:00pm beginning in the fall 2014.
* **Incoming students for fall 2014 – T**he number of transfer students will exceed the number of first time freshman with the latter group being projected to number fewer than 2,000. We will send out more detailed information as it becomes available but chairs should be aware that the need for upper-level courses is expected to increase.
* **SACNAS –** The dean has been asked to fund a booth at the SACNAS conference being held in Los Angeles in the fall. She is seeking 2-3 students who are willing to go and help out in the booth talking to other students who will be attending the conference. Please forward student information to the dean of any students willing to participate.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that the final schedule review will be March 17, 2014, and that as of today, the college is at 104% of target and the university is at 97% of target. Dr. Dixon announced that he has noticed a significant amount of drop off of students enrolling from PHYS 122 to PHYS 123 and he asked if any of the other chairs may know why this may have happened. A brief discussion followed.
   2. **Development update:** Ms. Dorsey reported the following:
2. DOD Search – Two candidates came for a second interview. One withdrew due to a family illness and the other wasn’t selected. The search committee will continue the search for a DOD.
3. $4,000 in gifts has come in since the last meeting.
4. The college is at $858k for the year, which is at 71% of our goal.
   1. **Assessment update:** Dr. Hovannesian reported that:
5. She attended an AAC&U conference in Portland, OR. They discussed STEM outcomes and goals. There was also talk about student e-portfolios as a means of documenting the extent to which SLOs are attained. The conference also focused on demystifying quantitative terminology.
6. She attended an AAHE pre-conference that focused on increasing the success of Hispanic students.
7. Survey Gizmo is available for those departments that wish to use it. Chemistry just closed a survey using Survey Gizmo.
8. An assessment survey will coming out soon.
9. Measure collection is ongoing and the fall and winter report will be ready by June 15, 2014.
10. She is looking at the external accreditors’ reports for computer science and engineering and nursing and determining how the information in these reports may be re-formatted for entry into Taskstream.
11. Courageous conversations II took place last week and a third meeting will be held soon.
12. **Information Technology Support (Dr. Sudhakar) –** Dr. Sudhakar discussed the following:
13. Changed the department name from Information, Resources and Technology to Information Technology Services to reflect that the unit is there to provide support.
14. Established a one-stop shop technology support center. This is, in part, designed to augment the technology support available in colleges.
15. Formed an IT Governance Executive Committee. This committee reviews and makes recommendations on institution wide technology projects.
16. Formed an institutional data team. Currently data is housed in many different places. The goal is to make accurate data easily accessible.
17. As of April 1, 2014, there will be a faculty “sandbox” in PL-015 where faculty may experiment with new technologies.
18. ITS is currently working with the Chancellor’s Office to update the university network which is 12 years old.
19. Drupal will be used in future for websites. ITS has an 18-month window to convert all websites.

The department chairs suggested the following to Dr. Sudhakar

1. Update the smart classrooms on campus.
2. Place more senior ITC staff on the TAG to represent the college.
3. Regarding DASHBOARD: check on the functionality with various web browsers to be able to print reports that are readable.
4. A centralized alumni database which can be accessed by faculty members.
5. There was a discussion on using Blackboard vs. using Moodle.
6. **Commencement –** The dean reported that at a recent meeting it was noted that currently the College of Social and Behavioral Sciences is getting so many graduates that each graduate only gets 3 tickets for family and that may decrease to just 2. It has also been projected that CNS is in line to be of a size that each graduate will only get a small number of tickets for family and friends. Some suggestions were made at that meeting to address the issue of the increasing numbers of graduating students that the dean shared with the chairs:
7. Hold commencement outdoors
8. Hold more than one ceremony for specific colleges with large graduate numbers
9. Have only one commencement in June, rather than the two commencements we currently have in December and June
10. Hold a commencement each quarter
11. Use the Citizens Business Bank Arena in Ontario for the commencement venue

A discussion followed.

1. **Equipment requests** – The dean announced that she sent out a spreadsheet via email to the chairs which shows which requests she plans to approve and which ones she will not be able approve at this time. She reported that she was holding back some of the money to cover the costs of the PAES program. The dean told the chairs to send any questions or thoughts that they may have regarding the allocation for requests to her no later than the end of next week.
2. **SOTE issues (including FAM 652**.4) – Dr. Rizzo reported that currently a committee is being formed to change the SOTEs. Any faculty interested in serving on the committee should send theie name to the faculty senate chair, Dr. Ruml. Dr. Rizzo also handed out a document that showed four amendments that will be voted on at tomorrow’s faculty senate meeting regarding the circumstances under which a faculty member might be approved to have SOTEs administered in 50% of his/her classes. Dr. Rizzo discussed the amendments and shared his views with the chairs and asked that the chairs speak with the faculty in their departments and senators. There was a brief discussion.
3. **Other:**