Natural Sciences Council of Chairs Meeting

March 24, 2014

1:00-2:18 p.m., BI-104

1. **Approval of minutes for March 10, 2014:** approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**

* Dr. Sweeney announced that the department has successfully hired a second candidate and they have two candidates for the chair position coming for campus visits in early April. He also announced that there will a grand opening of the Inspire Multicultural Center on March 28, 2014 from 2-6pm. The center is located at 766 N. Waterman Ave., San Bernardino. For more information regarding the open house, call 909-386-3500.
* Dr. Rizzo announced that one candidate has declined the offer, they are in negotiations with the two other candidates and campus visits will take place in April for the third position. He also reported that he attended a meeting at PDC regarding the Allied Health Program in which they will be working with College of the Desert.
* Dr. Williams announced that they have made recommendations to hire two candidates. The offers should be going out soon.
* Dr. Polcyn announced that an offer to a candidate has been sent out.
* Dr. Voigt announced that their department has sent forward a recommendation to hire one candidate and they are working on the second one.
* Dr. Mian announced that health science will be conducting phone interviews for the faculty position next week.
  1. **Announcements from the administration:**
* **Coyote 1st STEP** **Program –** This program is geared toward incoming students who have been identified as having developmental needs in mathematics or English. The program will address academic needs as well as other areas that will help students be successful. The students in this program will attend an orientation late in the summer and a concern is that there will be few classes available for them. The possibility of a cohort/learning community model is being considered. Additional information about this will be disseminated as it becomes available.
* **April 28, 2014 chairs meeting –** The dean announced that the meeting has been confirmed and the meeting will be held in the Pine Room. There will be a brief meeting from 1:00-1:30pm. At 1:30, VP Haynes and VP Sudhakar will give a presentation on a predictive analytics package that has been purchased and that may be used as a tool for advising. All staff and faculty who do advising and are available are encouraged to attend.
* **Additional Chairs’ meeting –** Due to a budget report deadline on May 9, 2014, an additional chairs’ meeting has been added for Monday, May 5, 2014 from 1:00-3:00pm to discuss the three year budget request.
* **Additional classes for spring 2014 –** The deadline to submit a list of added classes is 12:00pm on Tuesday, April 1, 2014. Email the list to the dean and copy Renee.
* **Faculty Staff Campaign –** The faculty/staff campaign is underway and each faculty and staff member should be receiving their campaign packet soon. The goal for this year is $100k and 100% participation. The deadline to contribute to this campaign is Wednesday, April 30, 2014.
* **Equipment requests –** Departments may begin purchasing the approved items except for computers. The dean is checking with VP Sudhakar on the new guidelines for purchasing computers through the new centralized process. She should be hearing back from him later today.
* **CSUSB Telecommuting Policy –** There has been recent discussions on staff and faculty working from home and whether they should have to report the time. CSUSB does not have a telecommuting policy and therefore, the answer would be yes.

1. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt reported that he emailed the SOAR dates to the chairs. He also reported that with 28 days until census, the campus is at 99.8% of target and the college is at 107% of target for spring. Dr. Lindfelt also stated that summer session will be state side this year. There was a question about what would be the minimum number of enrolled students for a class to not be cancelled. It was suggested that the class size be 25 students, and the dean will make decisions on low enrolled classes based on the college making a profit as a whole.
   2. **Development update:** Ms. Dorsey reported the following:
2. DOD Search – During the second week of April, the committee will hopefully be interviewing a promising candidate.
3. An additional $9,000 in gifts has come in since the last meeting.
4. The college is at $867k for the year, which is at 72% of our goal.
   1. **Assessment update:** Dr. Hovannesian reported that:
5. Courageous Conversations #3 will be on April 8, 2014 in the Obershaw Dining Room from 10:00am-12:00pm. This conversation is open to the whole campus. The dean attended the first two meetings and made an observation that there were more administrators and staff representation than faculty members at the previous conversations.
6. An assessment survey was sent out to all faculty and staff. Dr. Hovannesian asked that everyone please fill out the survey and submit it.
7. Measure collection for winter has been completed. The fall and winter data for the June 15th report will be polished and fine-tuned by June 12th in case there are last minute revisions to be made.
8. Proposed curriculum mapping is available as a tool on Taskstream.
9. **Budget –** The dean reported that currently she and Renee are working on three budget tasks:
10. The report on expenditure plans for carry forward is due by April 2, 2014.
11. The college has to submit a report for new funding for next year to the provost by April 11, 2014. The dean went over an attachment showing current requests. She would like any additional requests for new funding to be sent to her as soon as possible.
12. By May 9, 2014, the dean has to submit a report detailing the needs of the college for the next three years for baseline and one-time funding. The dean would like any additions and/or corrections for the department requests sent to her and copy to Renee by April 11, 2014. The requests should be prioritized.

1. **Commencement –** Lory reported the following regarding commencement:
2. Commencement will be held on Saturday, June 14, 2014 at 7:45pm. All chairs and VIP guests should arrive at the Founder’s Room no later than 6:30pm.
3. If any chairs need regalia, please contact Lory.
4. The college is allotted ten minutes during commencement for highlights. This slot will again be used for recognizing the outstanding graduate, undergraduate and alumnus.
5. As of March 12, 2014, there are 594 eligible undergraduates. The college typically has a 66% yield rate so we are expecting approximately 400 students to walk.
6. At the next chairs meeting, be prepared to select an Outstanding Alumnus, Mace Bearer and the recipients of the faculty awards. (Lory handed out a list of past faculty award winners and the criteria for selection)
7. The dean asked the chairs if they would prefer to hand the diploma covers to the students walking across the stage rather than her doing it. The chairs agreed that they would like to let the dean continue to do it.
8. **Advising** – Dr. Lindfelt reported that he completed a draft for the college advising center proposal. A professional graphics company is preparing a brochure that he will submit with the proposal. The center will be a hybrid model utilizing the Health Professions Advising Center to do health career related advising and the Peer Advising Center will do all of the STEM advising. Included in the proposal is provision for several additional students to be hired to assist in peer advising and one more staff advisor. If anyone has any questions or comments, contact Dr. Lindfelt as soon as possible because the deadline for submission of the proposal is approaching.
9. **Other:**