Natural Sciences Council of Chairs Meeting

April 7, 2014

1:00-2:45 p.m., BI-104

1. **Approval of minutes for March 24, 2014:** approved as distributed
2. **Informational Items:**
   1. **Announcements by chairs:**
      * Dr. Rizzo announced that the proposed change in policy that would allow for tenured professors deemed to have a strength in teaching to have SOTEs administered in 50% of classes had not passed.
      * Dr. Voigt stated that there was a change regarding moving expenses guidelines. A brief discussion followed.
      * Faculty Searches:
        + Kinesiology has successfully hired two Assistant Professors. Candidates from the third search will be on-campus this week and next week.
        + The offer letters for two candidates in Mathematics should go out this week.
        + In addition to the two Assistant Professors hired in Nursing the department will be bringing to candidates for the chair position to campus this week.
        + The candidate to whom an offer was made in biology will be on-campus this week and will sign the offer letter at that time.
        + Health Science and Human Ecology are conducting phone interviews this week.
        + Computer Science and Engineering has one offer out (computer engineering) and the offer in computer science should go out soon.
   2. **Announcements from the administration:**
      * **Associate Dean** – Dr. Williams accepted the position of Associate Dean and will be starting on July 1, 2014.
      * **Advising Plan** – Dr. Lindfelt’s advising plan proposal was finalized and copies were delivered to the president and provost last Friday, April 4, 2014. The proposal received positive feedback.
      * **Purchasing PCs** – A reminder that the process of purchasing computers has/is changing. Computers should ideally be purchased from the list of standard choices – the list for PCs is now available. Dr. Dixon commented on the expansion capacity of the high-end model computers on the list stating that they may not be sufficient for their needs. Any computers that are not on the list must be approved by the dean prior to purchasing them.
      * **Courageous Conversations 3** – This event will take place tomorrow, April 8, 2014, in the Obershaw Dining Room. The outcome will be discussed in the chairs meeting on May 5, 2014.
      * **3-year budget** – The dean reminded the chairs that they can add to their requests/wish lists. Requests should be in by April 11, 2014.
      * **Summer Research** – The Office of Student Research (OSR) is implementing a 10-week summer research program to enable faculty members to collaborate with undergraduate students on research and scholarly projects. All full-time faculty members, tenured or tenure-track from any department are welcome to apply. The application deadline is April 15, 2014.
      * **April 28, 2014 chairs meeting** – This chairs meeting will take place in the Pine Room. At 1:30pm we will be joined by VP Haynes and VP Sudhakar who will give a presentation on a predicative analytics package that has been purchased and that may be used as a tool for advising. All faculty members and staff members who undertake advising are invited to this part of the meeting.
      * **Faculty Staff Campaign** – The campaign is currently underway and the last day to contribute is April 30, 2014. The goal of the campaign is $100,000 and 100% participation.
3. **Discussion Items:**
   1. **Scheduling:** The dean reported on behalf of Dr. Lindfelt that:
      * The college is currently at 108% of the target for spring.
      * Dr. Rizzo suggested that it be asked that FTEF be added to iDashboards. A discussion followed.
   2. **Development update:** Ms. Dorsey reported the following:
      * The search committee for the DOD of Natural Sciences will be interviewing a new candidate on April 10, 2014.
      * The chemistry department received a mercury analyzer gift in-kind from Southern California Edison. Dr. Stanley provided more details on the new equipment.
      * University development is in the beginning stages of working to get funding for the observatory in hopes of building a classroom and setting up an endowment that would allow the observatory to be self-sustaining. Dr. Dixon elaborated on the plans.
      * The year-to-date fundraising total for the college is just over $872k, not including the in-kind gift from Southern California Edison.
   3. **Assessment update:** Dr. Hovannesian reported that:
      * The ILO’s stemming from Courageous Conversations 3 will feed into next year’s strategic planning process.
      * The assessment survey closed Friday, April 4, 2014, and had over 60 participants. Results will be out soon and will focus on the areas of achievement.
      * There is a June 15th deadline for campus assessment plan reports. Dr. Hovannesian suggested that everything be in to her by June 1st so that there is time to polish everything before the deadline.
      * There is a new form in Taskstream that asks for program background information such as department chair, department location, program leader, etc. Dr. Hovannesian will be completing these forms for each program, but may be requesting a short program history if one is not available online.
   4. **Budget:** The dean reported that currently she and Ms. Smith are working on three budget tasks:
      * The deadline was met for the report on rollover expenditure plans for the provost, but the report needs to be revised.
      * The CNS budget request for new funding (baseline and one-time) for 2014-2015 is due to the Provost by April 11, 2014. The dean requested that if there are any questions or if anything needs to be updated in the draft that was circulated, get them to her as soon as possible.
      * A budget request for 2014-2015, 2015-2016, 2016-2017 is due to the Budget Office on May 16, 2014 with the college request going to the Provost by May 9, 2014.
   5. **Commencement:**  Selections were made for the CNS outstanding faculty member in the area of teaching in the areas of research, scholarly & creative activity and in the area of service and two people were identified who might fulfill the role of mace-bearer at the June commencement. The selection of outstanding alum will be made via email.
   6. **Faculty Hiring:** The dean announced that things are going well and reiterated the rationale for why one might consider offering competitive starting salaries even when these might create inversions. A discussion followed.