Natural Sciences Council of Chairs Meeting

May 19, 2014

1:00-2:15 p.m., BI-104

1. **Approval of minutes for May 5, 2014:** approved as distributed
2. **Informational Items:**
   1. **Announcements by chairs:**
      * Dr. Smith reported that the Faculty Senate approved the department’s RPT guidelines and he would forward them to the other chairs.
   2. **Announcements from the administration:**
      * **Summer Chairs Meetings** – The chairs meetings for the summer will be on June 23, July 21 and August 18.
      * **Staff Appreciation Day** – will be on June 25, 2014.
      * **Faculty Retirement Luncheon** – The luncheon will be held in the Obershaw Dining Room on May 30, 2014.
3. **Discussion Items**
4. **Scheduling Update (Dr. Lindfelt) –** Dr. Lindfelt reported that Priority V for the summer ends on May 21, 2014 and open enrollment begins on May 22, 2014. Registration for fall also begins on May 22, 2014. Dr. Lindfelt asked the chairs to send him the lists of classes they are holding for SOAR. He reminded the chairs that there will be eight sessions instead of six that will go into August. He also reported that the college is at 105% of target for summer.
5. **Development Update (Ms. Dorsey) –** Ms. Dorsey was not present and therefore, there was no report given.
6. **Assessment Update – (Dr. Hovannesian) –** Dr. Hovannesian reported that the departments have been working on measure uploading and that today is the deadline for uploading, although it is a soft deadline. Regarding WASC, she reported that there is a meeting in July and that the on-site meeting will be in September and October, 2014. The faculty credentials section in TaskStream is showing completion of about 40% but there are some confounding factors that she is working to eliminate. The expectation is that the actual completion rate is closer to 60%. The assessment plan is due on June 15, 2014. Dr. Hovannesian reported that each program will receive feedback by July 18, 2014. She brought up action plans for programs and a brief discussion followed.
7. **2014-2015 Faculty Searches (Dr. Hughes) –** Dr. Hughes gave a presentation on how to write an inclusive job description. She spoke about diversity when recruiting, how to determine who you are looking for and how to you attract a diverse pool of applicants. Mr. Levy handed out a document entitled “Creating the Position Description”, which Dr. Hughes went over with the chairs. Dr. Hughes reported that Academic Personnel is exploring the possibility of using NeoGov for faculty searches. There are some items in the systems that need to be tweaked before it is useable for faculty recruiting. Meanwhile, the templates for recruiting have been updated, and she will email them out to the department chairs. Dr. Hughes solicited comments, questions and feedback from the chairs and asked that they be sent directly to her. A discussion followed.
8. **Faculty Senate updates (Dr. Rizzo) –** Dr. Rizzo reported that the section of FAM 652.4 that allowed, under certain conditions, for SOTEs to only be administered in 50% classes taught by faculty members was not approved by the senate. The senate countered, voted and passed a motion to have SOTEs administered in two-thirds of all classes for all faculty members (including adjunct faculty members). Approval by the President is required for this to go into effect. Dr. Rizzo also reported that Kinesiology’s RPT guidelines were not been approved. Anthropology had their RPT guidelines approved by the senate. A SOTE committee has been formed to review the current form and possibly revise it.
9. **International Task Forces –** Dr. Lindfelt reported that task forces have been formed for the following countries/regions: India, China, the Gulf States and Africa and that he recently attended meetings for these task forces. Dr. Lindfelt indicated that if any faculty are interested in working with any of these countries, that they should attend the future task force meetings. He will send the minutes from the first meetings to anyone that is interested in going to future meetings.
10. **Other –**