Natural Sciences Council of Chairs Meeting

May 5, 2014

1:15-2:46 p.m., BI-104

1. **Approval of minutes for April 28, 2014:** approved as distributed
2. **Informational Items:**
   1. **Announcements by chairs:**
      * Dr. Williams announced that the department has successfully hired two new faculty members.
      * Dr. Rizzo announced that they are preparing the hiring folder for an offer to a third candidate. The department will be holding an advisory meeting in June. Dr. Aaron Moffett accepted a job to work with wounded warriors for the next year. He also announced that the Adapted CCTC credential is in review.
      * Dr. Voigt stated that they have successfully hired their second candidate.
   2. **Announcements from the administration:**
      * **May 12, 2014 Chairs Meeting** – The dean canceled the chairs’ meeting for next week.
      * **Dean vacation dates** – The dean reminded the chairs that she would be away from May 12-14, 2014.
      * **PDC Dean Candidate** – The first candidate for the PDC dean position is on campus today. The second candidate will be on campus on May 8, 2014.
3. **Discussion Items**
4. **Scheduling Update (Dr. Lindfelt) –** Dr. Lindfelt is attending the Admin. Council meeting so sent out the scheduling update to the chairs electronically.
5. **Development Update (Ms. Dorsey) –** Ms. Dorsey reported that the college has raised $908,000 and is currently at 76% of its goal for the year. She also reported that a DOD candidate was on campus for a second interview and open forum. The advancement office is currently reviewing the evaluations from the open forum.
6. **Assessment Update – (Dr. Hovannesian) –** Dr. Hovannesian reported that the departments are using a deadline of May 19th for uploading syllabi. She is hoping to have the assessment report done by June 1st in order to do some fine tuning prior to the June 15th submission deadline. She has been meeting with the other assessment coordinators regarding ILOs and comments received from the Courageous Conversation sessions that were held.
7. **Three-year Budget Request –** The dean opened the floor for the chairs to provide feedback regarding the proposed CNS budget request (due to the Provost May 9, 2014). A discussion followed.
8. **Institutional Learning Outcomes –** Dr. Hovannesian asked the chairs to peruse the ILO draft and requested their feedback as to which structure and content of the draft they prefer. A discussion followed and the chairs made suggestions regarding the format of the draft. Dr. Hovannesian will forward these suggestions to the Assessment Working Party.
9. **Non-Exempt Staff –** As we are moving into testing of phase II of absence management in which employees will be self-reporting their leave, the dean reminded the chairs of the guidelines the chairs need to be aware of for non-exempt staff. There was a brief discussion with questions on the process for phase II. The dean will also get a set of guidelines for exempt staff and send it to the chairs.
10. **WASC lines of inquiry –** The college is being asked for examples of program reviews under the new policy and how it is being used in decision-making and resource allocation. The dean reported that she intends to use the Department of Physics as the example for our college and explained the reasoning behind selecting this department. The deadline is May 31, 2014.
11. **Other –**
12. **Additional Sections Allocations –** Ms. Smith affirmed that the college has not received the funding for additional sections. The Budget Office is monitoring the extent to which we are expending our carry-forward as planned. Ms. Smith handed out sheets to each chair showing what the departments had planned, what they had spent and what expenses remain. Ms. Smith reminded the chairs that they may revise their carry forward plans. A discussion followed.