Natural Sciences Chairs Council

June 7, 2017

1:00pm – 2:40pm, BI-107

In Attendance: K. Fleming, P. Williams, P. Dixon, M. Chao, D. Smith, C. Stanton,

B. Haddock, J. Fischer-Smith, B. Stanley, T. Burch, D. Maynard, S. McGill, L. Davidson-Boyd, D. Tamalis, R. Smith, D. Tamalis, D. Turner

1. Approval of minutes for May 24, 2017
* Approved as distributed
1. Informational Items:
2. Announcements by Chairs
* Dr. Chao reported that biology has opened another section of anatomy and physiology for the summer on TR from 6-9pm. As of today, there are still available seats.
1. Announcements from administration
* Staff evaluations are due to the dean by June 16, 2017.
* The college’s outstanding student reception will be held on Friday, June 16from 3:00-4:30pm in the Pine Room.
* The summer retreat will be on July 12, 2017 and will likely be at the Lake Arrowhead Resort. Please send proposed discussion topics to the dean.
* Staff appreciation day is June 27, 2017 at Dave and Buster’s.
* As yet, there are no updates on faculty searches.
* College applicants did well on the VETI grant. The college received a little more than half of the available funding. Paperwork for the SEM has been sent over to IT for processing.
* A reminder to send information about the students who will be attending graduate or professional schools after graduation to the dean.
1. Discussion Items:
	1. Q2S update (Doug Smith)
	* Answered questions from the last meeting.
	* Those departments seeking exception to 6-units of free electives should submit the request electronically.
	* C forms will be coming online in a couple of weeks and the P forms will be online a few weeks after that.
	* Discussion followed.
	1. Scheduling update (Peter Williams)
	* Summer: the college is at 659.9 FTES. Enrollment numbers have dropped since some classes have been canceled due to low enrollment.
	* Fall: The college target may be adjusted as a consequence of the new finding model.
	* Winter: We are now in the unrestricted phase of schedule build. All open rooms are up for grabs. Schedule build ends on June 16, 2017.
	1. Development update/college priorities (Jeffrey Fischer-Smith)
	* He has scheduled meetings with most of the departments. Kevin will contact the remainder and set up appointments for Jeffrey to meet with them.
	* He has been researching foundations to find grants.
	1. Assessment
	* Reports are due on June 16, 2017.
	* Amber has been meeting with departments to learn more about their assessment programs.
	* Each department shared their assessment models with the group.
	* Discussion followed.
	* The dean asked the chairs about what kind of help the departments need regarding assessment. The chairs gave her feedback.
	1. Reassigned time / supervision units
	* The colleges are being asked to consider how assigned time is being allocated. Possible considerations are:
	* Each department should create a written document with details on how they allocate assigned time.
	* The college can create a comprehensive list of how all of the departments allocate assigned time.
	* All assigned time requests be approved by the dean.
	* A discussion followed.
2. Other: IUSE Grant
* It seems likely that the IUSE grant will be funded for $3 million. The dean and some others are currently working on responding to questions from the program officer and getting IRB approval. The goal is to integrate the grant funded activities into Q2S and the GI 2025.