Natural Sciences Chairs Council

August 14, 2019

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, P. Dixon, S. McMurran, B. Haddock, K. Cousins, H. Qiao, M. Chao, T. Burch, D. Maynard, D. Rinebolt, R. Hernandez, T. Valencia, L. Guzman

1. Approval of Minutes

Minutes from the July 18th chairs’ meeting were approved.

1. Informational Items
	1. Announcement by Chairs
* Dr. Cousins reported that even though the chemistry department has not yet posted their ads for position openings (beyond the standard postings made by Faculty Affairs and Development), they have received applications for both positions.
* Dr. Cousins also reported the department has been busy moving their staff around to make room for biology new hires.
* Dr. Cousins reported the CREST II grant has been funded.by NSF. This is the second $5 million grant that CSUSB’s Advanced Functional Materials group has received from NSF.
* Dr. Cousins also announced that she will be attending the American Chemical Society meeting in San Diego, August 25 through August 29.
* Dr. Haddock reported that the Kinesiology department is conducting a staff search for an ASA since their ASA was promoted to an ASC in biology.
* Dr. Haddock also reported that he has been busy working through the details of hiring an international faculty member. He committed to preparing a list of procedures for other department chairs should they hire an international candidate.
* Dr. Chao reported that the biology department has posted its ads for the positions they would like to fill.
* Dr. Chao also reported that he is working on an NSF grant which needs to be submitted by September 18th. He asked chairs if they would reach out to their STEM faculty who teach introductory courses to see if they would be available to provide input for this grant.
* Dr. Maynard reported the geology department is in the process of getting their ads posted for their department chair position.
* Dr. Maynard also reported that Erik’s and Kerry’s KECK grant has moved forward towards a decision.
* Dr. Guzman reported that the advising center will be hiring two more positions. They will add another STEM advisor and another Peer advisor.
* Dr. Guzman also reported the advising center will begin holding workshops in the fall quarter. She will let the chairs know the dates and topics as soon as the programs have been scheduled.
* Dr. Guzman informed the chairs that the advising center is working with the other advising centers in the other colleges to plan campaigns so their efforts are not duplicated.
* Dr. Qiao reported that the computer science department has its ads posted and are looking forward to being able to fill their open positions.
* Dr. Qiao also reported the department has had a little feedback from ABET on their submitted report. It was suggested that the faculty need to work on submitting more grant applications.
* Dr. Pantula encouraged the department chairs to be very active in getting the word out concerning their open positions. He informed the chairs that the college will provide an additional $5,000 for expenses incurred in the hiring process.
* Dr. Pantula also reported that August 20th the provost will hold a meeting for the chairs to discuss the hiring process and the results she would like to see for the college.
* Mr. Hernandez reminded the chairs of the leadership seminar that is being held August 21 and 22.
* Mr. Hernandez also mentioned that he is working with Dr. Cousins on an announcement of the CREST II grant that the college has been awarded.
* Mr. Hernandez informed the chairs that 6 of the 30 under 30 award that is presented by Assemblymember Eloise Reyes are from CSUSB. Two of the six are from our college. He also announced that Angie Verissimo from the health science department will be awarded the Wilmer Amina Carter award.
* Mr. Hernandez also announced that he is moving forward with the CNS magnetic lapel pin.
* Mr. Hernandez asked the chairs for suggestions for events for the upcoming college convocation as well as the October 19th homecoming.
* Ms. Valencia informed chairs of the policy change for the department procard. Hazardous materials may no longer be purchased with the procard. They must be purchased with a requisition. Purchasing will be distributing a list of what qualifies as a hazardous material.

b. Announcements by Administration

* Dr. Maynard reported that the A4US advising grant is starting its 4th year.
* Dr. Maynard reported that the professional learning community associated with this grant is working on articulation.
* Dr. Maynard gave an overview of the meeting the provost held concerning funding. He reported that the colleges with large amounts of rollover will lose some of those funds. CNS is not one of those colleges.
* Dr. Maynard also reported that he was informed there were faculty collecting lab fees. He reminded chairs that lab fees are collected by the university as part of the quarterly tuition. Chairs should make sure that none of their faculty are collecting lab fees.
* Dr. Maynard informed the chairs that there is a concerted effort to increase the tenure track ratio at PDC.
* Dr. Maynard also informed the chairs that the provost emphasized that it is important to schedule classes on the standard time block as we move forward on the semester conversion.
* Dr. Maynard reminded the chairs that WASC is coming to campus during AY 21-22. Each department should make sure they have an assessment coordinator.
* Dr. Maynard reported that there was a problem with a recent grant proposal that was submitted just before the deadline. Please encourage faculty to submit grant proposals early to allow for any unanticipated problems.
* Dr. Haddock announced that the kinesiology department is moving forward with starting a PA program. The 1st step is to hire a program director. He asked about faculty who would like to serve on the search committee. Dr. Pantula inquired if there was any question about where the program should be housed. He asked chairs for their thoughts. He also commented on the fact that this would be a highly sought after program and asked for thoughts about whether it should be housed at PDC or the main campus.
* Dr. Haddock provided an overview of the PDC report:
	+ Tenure track density is a major concern
	+ Fall 2020 kinesiology is starting to offer its full program there
	+ Concern about the classroom space currently available if more classes are offered.
* Dr. Pantula distributed handouts summarizing the budget. Page 1 summarized the part-time salary budget. Dr. Pantula reviewed the line items with the chairs. Report shows that we significantly overspent on our part-time budget. He also pointed out that the departments had done very well in spending their lottery funds.
* Dr. Pantula informed the chairs that Ms. Valencia will work with the departments to review the unspent GI 2025 funds which were swept away and provide justification for the provost for the departments to get the funds back.
* Dr. McGill reminded the chairs that tomorrow is the deadline for requests for long-term support with assigned time. She reminded the chairs that the template was sent to them in an email from herself on July 3rd.