**CNS Chairs’ Meeting Minutes**

**September 21, 2020**

In attendance: M. Chao, K. Cousins, D. Maynard, L. Mian, B. Haddock, M. Jetter, T. Burch, J. Torner, L. Guzman, R. Hernandez, T. Valencia, S. Pantula, S. McGill, D. Rinebolt

**Approval of Minutes**: March 2nd, April 6th, April 20th, May 4th, August 17th and August 31st

**Announcements by Chairs**

* Dr. Chao reported that setting up movie night for the students was pretty easy.
* Dr. Chao inquired about travel for doing field work. Can those expenses be reimbursed?
* Dr. Burch reported the nursing faculty are feeling overwhelmed. The additional chaos involved in scheduling clinicals has created scheduling issues with classes/faculty a constant struggle.
* Dr. McGill reported the walk through of the new anatomy and physiology lab went well. The lab looks really good. There were a few small issues with drawers and doors that didn’t close properly but they will be addressed.
* Ms. Valencia reported that the budget will be distributed in the next few days. She reminded the chairs that new faculty need to be sure and charge their start-up items to the class accounts.
* Ms. Valencia informed the chairs that any travel requests must go to her first before going to Concur.
* Ms. Valencia reminded the chairs that there will not be any professional development funds distributed to faculty this year.
* Dr. Guzman reported that grad checks had been done by the advisors. Chairs will receive a list of students in their departments who should be graduating.
* Dr. Guzman also reported that spring orientation meetings are scheduled. They are: November 4th, November 19th and November 20th
* Dr. Guzman reported there are 3,600 students with greater than 45 units currently enrolled in CNS.
* Mr. Hernandez informed the chairs that the Staff Recharge Event will take place Friday, September 25th from 1 p.m. to 3 p.m. A motivational speaker, Crystal Miller, has been scheduled to speak to the staff about self-care during these stressful times.
* Mr. Hernandez asked chairs if they were aware of any students from their departments who received assistance from CSUSB during the pandemic. They were asked to let him know if they are aware of any students.

**Announcements by Administration**

* Dr. Pantula reported that Dr. Weber had called a special meeting concerning GE requirements. The changes are a new requirement that came down from the state.
* Dr. Pantula reported that Undergraduate Studies will do advising for students under 45 units. Advising and Academic services wants to see first time freshman for advising. Our advisors will see first time freshman if they come to us.
* Dr. Pantula spoke with the chairs concerning faculty workloads. He asked what was happening that faculty are now overwhelmed. He is aware that online classes require a lot more work for the faculty. Dr. Pantula requested the chairs send him additional information if they have any.
* Dr. Torner mentioned that faculty are spending much more time dealing with students when classes are online. He also mentioned that many working from home have issues with family at home as well.
* Dr. Burch reported that nursing is having serious issues with their students not doing as well as they would in face-to-face classes.
* Ms. Valencia requested the chairs submit position justification for their temporary employees. She needs this before Wednesday at noon. We currently have 10 temporary employees on campus in our college.
* Dr. McGill reported the college is at 94% of our annual target
* Dr. McGill reported that October 21st the winter intercession schedule will be available for students to view. November 19th registration begins for winter intercession.
* Dr. Haddock inquired about reduced pay for the faculty if the enrollment is low as is the case in summer classes.
* Dr. Chao asked about approval for supervision classes. Dr. McGill will look into it and get back to the chairs.
* Dr. McGill requested chairs check their spring schedule and make sure you have offered classes that students will need (newly admitted students).
* Dr. McGill informed chairs the summer schedule build will take place November 16th through December 18th.
* Dr. McGill inquired if the suggestion she sent out this morning to the chairs regarding reassigned time approval was an improvement to the process. Dr. Chao mentioned that he liked the Google sheet idea.

2:15 Presentation by Monty Van Wert – Faculty Research Fellow

* Provided an overview of services he offers – manuscript review, contract and grant applications, group trainings.
* Will work with Cynthia Crawford to provide support if needed

**Continued Announcements by Administration**

* Dr. McGill shared a document with the chairs concerning advising of CNS students. She reported that our advisors are doing MyCaps for students who come to see them, but the concern is what about students who do not come in for advising?
* Dr. McGill shared that the advisor are concerned about knowing what classes will be offered in future semesters. Some guidelines are needed.
* Dr. McGill requested the chairs let her know what their departments are currently doing – who is doing MyCaps?
* Dr. Pantula reminded the chairs they should be engaging with new faculty.
* Dr. Pantula reported that October 1st the new faculty and newly promoted faculty event will take place.