Natural Sciences Chairs Council

September 24th, 2014

1:00pm – 3:00pm, BI-104

1. **Approval of minutes for August 18th, 2014** – Approved as distributed
2. **Informational Items:**
3. **Announcements by Chairs**
	* Dr. Voigt announced that the School of Computer Science and Engineering has been accredited for six years for both programs: BS in Computer Science and BS in Computer Engineering.
	* Dr. Dixon announced that he and others will be working on applying for a big multi-department grant that involves physics, computer science, geology and chemistry. The grant will be for five years and up to $1M per year is available.
	* Dr. Rizzo announced that as they are working on strategic planning, an external consultant will be on campus from **October 7th to 9th**. Dr. Rizzo asked to be informed if there were any upper division classes in a major that will be taking place from 8-10 a.m. on October 7th as the consultant would like to sit in on one.
4. **Announcements from administration**
	* Reminder – the annual Leadership Meeting will take place on **October 8th** from 9 a.m. – 12 p.m. This meeting will serve as the kickoff to strategic planning.
	* Dr. Lindfelt’s last day working in the dean’s office will be **October 8th**. He will now be in charge of student advising across all of the colleges, rather than solely the College of Natural Sciences.
	* Dr. Hovannesian will be moving into the dean’s office in Dr. Lindfelt’s absence. Her focus will on assessment will decrease as she will be spending more time on the student success aspect of her position.
5. **Discussion Items:**
	1. **WASC site visit (Dr. Rong Chen)** – Dr. Chen announced that they are currently tying up loose ends in preparation for WASC. The WASC team members will be at PDC on Monday, **September 29th** and all will be at CSUSB from Tuesday, **September 30th** through Thursday, **October 2nd**. Dr. Chen stated that we may hear the unofficial WASC verdict that Thursday, but that the official results will not come out until February. During the visit, the team will be meeting 19 groups of people from different entities to discuss what has been done in the 10 years since the past accreditation. A discussion followed.
	2. **Scheduling update (Dr. Williams)** – Dr. Williams announced that the enrollment target for fall is 4,400 and the college is currently at 4,224. The college may be able to make target, but it’s not likely. The dean noted that the enrollment targets at the institutional level were not adjusted based on local changes. A discussion followed.
	3. **Development update (Mr. Duke Graham)** – Mr. Graham announced that the National Fish and Wildlife Foundation have funded the Land Lab grant for $50,000. He also announced that Dr. Madeleine Jetter applied for $3M i3 grant that required a 15% match, so he and Dr. Jetter are applying to get the $450,000 matching funds that are necessary to proceed. He stated that the Greenwall Foundation is looking to fund tenure-track faculty members who are interested in bioethics. He will be working with Dr. Monideepa Becerra on that project. Mr. Graham announced that there is an upcoming CSUSB alumni event that will take place in San Francisco on Thursday, **October 30th**. He will be meeting with two alumni while he is in San Francisco both of whom have degrees in computer science. He is also meeting with two alumni on September 25th. He asked the chairs to share with him any other alumni that they may know so he can try to meet with them. Lastly, Mr. Graham requested that the departments share any fundraising items that they may have so he can assist them with acquiring the funds.
	4. **Assessment update (Dr. Hovannesian)** – Dr. Hovannesian went over annual activities on Taskstream. She discussed the faculty credential section of Taskstream and noted that 62% of the faculty has completed it. Dr. Hovannesian announced that she completed a report in which the chairs can see what tasks need to completed this year. The next assessment meeting will take place on Tuesday, **October 14th** and everyone is welcome to attend. Dr. Hovannesian would like everyone to fill out a form on what their plan is for this year and who is involved in their plan by Wednesday, **October 1st**.
	5. **Faculty Hiring (Mr. Aaron Levy)** – Mr. Levy discussed NeoGov and demonstrated its online process. He announced that Academic Personnel is looking to have a separate template in the future that will just be used for faculty searches, or possibly just for the college. He stated that confidential letters of recommendation can be sent to the faculty recruitment email address, after which they will be uploaded into NeoGov, keeping them confidential. Dr. Dixon asked if letters of recommendation could be asked for later on in the NeoGov process and Mr. Levy said yes. The dean asked about the process used in NeoGov to screen for applicants not meeting the minimum qualifications. Mr Levy informed everyone that the applicants are not screened automatically but have to be “passed” manually on the candidate list to show that they meet minimum qualifications. From there, an email can be sent to all individuals who “passed”, or met minimum requirements. Dr. Stanley mentioned that if form letters that are being sent out, it may be confusing to applicants if they already submitted the necessary forms. A discussion followed.
	6. **50th anniversary** – The dean announced that the committee for the 50th anniversary will be meeting monthly in 2014-2015. CNS is, per earlier discussions, planning to have a large open house event. The dean also announced that the college needs to create a budget on how much it will cost to do this open house, which will be due in January. Dr. Dixon suggested that a shuttle service be added to that budget. The dean asked whether or not November 2015 would be a good time to hold the open house. Dr. Dixon suggested October instead because November through March typically is a period during which the likelihood of being able to tour the observatory is reduced. It was suggested that the open house also serve as a recruitment. A discussion followed on whether is would be possible to have this event in place of the university wide open house. A suggestion was also made that the CNS open house might coincide with the DisAbility Sports Festival. A discussion on possibly having a large Scherba event also took place.
	7. **Budget** – The dean stated that one-time budgets we know have details about the one-time funding we are receiving for 2014-2015. It is possible that carry forward plans might be requested for departments with a carry forward exceeding 5% of base budget. The dean stated that the college has a concern about the availability of equipment funding because both equipment and PAES funding comes from lottery money and there is an increase in the number of PAES students. She asked the chairs start keeping track of how much equipment repairs and replacements cost the departments each year.
6. **Other:**
* Dr. Lindfelt announced that the PAES recruiting event took place last Saturday, September 20th. This event was hosted at Coussoulis Arena and 100 high school seniors attended. This event is expected to grow next year.
* The Open House will take place on Saturday, October 18th from 9 a.m. – 1 p.m. It was decided that a hybrid model will be used this year for the College Major Workshop.
* Five professional advisors have been hired across campus. The college now has a third professional advisor, Amanda Salazar. The college’s advising will all be housed together.