**Natural Sciences Council of Chairs Meeting**

**September 30th, 2013**

**1:00-3:00 p.m., BI-104**

1. **Provost Bodman:** The provost responded to questions from the department chairs. The topics covered included: impaction; the RPT process; semester to quarter conversion; enrollment growth; and SOTEs.
2. **Approval of minutes for September 9, 2013:** approved as distributed.
3. **Informational Items**
	1. **Announcements by chairs:**
* Dr. Smith: **October 17th:**Great California ShakeOut. Joan Fryxell will lead a field trip to the fault line. The KECK grant instruments have been delivered and some basic training has occurred.
* Dr. Greer: Covered California folks are on campus and will be contacting faculty members to speak in their classes to discuss and educate on the health exchange. Their office is in PS-229.
* Dr Rizzo: **October 5th:** DisAbility Sports Festival.
* Dr. Williams: **October 16th:**Scherba lecture (details TBA). The guest speaker is to be Keith Comeaux, leader of Mars landing rover. Physics is interested in meeting/speaking with Mr. Comeaux.
* Dr. Voigt: The ABET accreditation visit will take place from October 26th to 29th, 2013. This visit will involve CNS departments, particularly mathematics and physics. More details will be forthcoming.
* Dr. Dixon: He discussed some concerns about the availability of solution manuals associated with textbooks.
	1. **Announcements from the administration:**
* RPT: Dean Fleming reiterated that while there are reasons to believe that department RPT guidelines are likely to be beneficial to faculty members such guidelines are not required. FAM 300 states, “Each academic department has the **option** of preparing written discipline/program specific guidelines…”.
* Post-tenure review: Due to the large number of post-tenure reviews this year, if departments finish their reports prior to the deadline please send forward to the dean’s office.
* October 12th, 2013: New faculty brunch (Dr. Lindfelt will represent the college).
* October 13th, 2013: A brunch honoring newly tenured and promoted faculty members (Dr. Sweeney will represent the college).
* October 19th, 2013: CSUSB Open House, 9:00am to 1:00pm.
* November 6th, 2013: President’s Academic Excellence Scholars’ Banquet, 5:00 p.m. - 8:00 p.m.
1. **Discussion Items:**
	1. **Scheduling:** No update as of yet on spring scheduling dates.

The university is at 100.1% of target as is CNS.

* 1. **Development update:**
		1. Ms. Hunt indicated that this will be her last meeting as our Development officer. She reported that she has moved on to serve as a leader in the community. Good luck and best wishes from all of us!
		2. We received a 5K check from San Manuel for the Sport DisAbility Festival
		3. We received another 1K check, the second one, for cadavers
		4. A new gift has been bestowed for the PAES Nursing scholars.
	2. **Assessment update:** Dr. Hovannesian gave an update on the state of assessment.
		1. Syllabi collection: Send syllabi to departments with format for uploading into Taskstream.
		2. Assessment showcase: The showcase was a success. Approximately 30 people attended, including Dr. Morales.
		3. The goal is to have the 80% of the faculty credential section on Taskstream completed by the end of the quarter.
	3. Faculty searches: As has been past practice, the dean would like to see the applicant files prior to departments inviting candidates to campus. She did indicate that the expectation is that each of these files be complete and that the candidates meet each of the required qualifications for the position.
	4. Dean Fleming passed out the associate dean position description for consideration. A few observations:
* The associate dean role may morph into more of a leadership role due to the changing expectations of the dean’s role.
* The dean is proposing that a screening committee be formed to review any applications received and to summarize the strengths and weaknesses of the applicants. The initial thinking is that the committee would consist of an ASC, a department chair, a member of the dean’s office staff, and an associate dean from another CSUSB college.
* The dean would like feedback on the associate dean position description emailed directly back to her.
* There was a discussion of whether the position need only be open to applicants within CNS or within CSUSB.

f. The dean is suggesting that augmentation distribution be changed from a disbursement each quarter to one payment in the beginning of the AY. The augmentation amounts being proposed are calculated based on the pattern over the last five years

* Bio-17.5%
* Chem-14.6%
* CSE-7.75%
* Geo-5.5%
* HSCI-9.25%
* Kine-14.5%
* Math-18%
* Nurs-8.5%
* Phys-5%
1. **Other:**