Natural Sciences Council of Chairs Meeting

September 9, 2013

1:00-2:30 p.m., BI-104

1. **Approval of minutes for August 12, 2013** – approved as distributed.
2. **Informational Items**
   1. **Announcements by chairs:**
      * Scherba lecture – The guest speaker is to be Keith Comeaux, Leader of Mars landing rover.
   2. **Announcements from the administration:**
      * **RPT documents due by end of CY** – Drafts should be sent to the dean. The process is in Chapter 5 of FAM 300. <http://academicpersonnel.csusb.edu/FAM/documents/FAM300.pdf>
      * **Added classes due September 19th – rationale for each course and definition of baseline. Added Classes for the fall quarter:** Any departments that has added classes for the fall and is requesting funding to cover these classes needs to submit the request on a spreadsheet to the dean by the beginning of the fall quarter. In addition to the spreadsheet, the dean has asked the chairs to include a brief definition or rationale as to what they used to determine which classes were the “added classes”. A discussion followed.
      * **Convocation –** CNS convocation and reception will take placeonMonday, September 16, 2013 from 2:30-4:00p.m. in CS-142. Chairs are to introduce new faculty, staff, and the outstanding professor award winners. The University-wide convocation will take place on Monday, September 16, 2013 at 9:00 a.m. in the San Manuel Student Union Events Center. Light breakfast starts at 8:30 a.m.
      * **Assessment showcase –** The showcase will take place onSeptember 19, 2013 in the Pine Room from 9:00 a.m. – 11:00 a.m.
      * **50th anniversary –** CNS isstill looking for ideas for showcases. Please discuss at your department meeting and send any and all ideas to the college office.
      * **All roadmaps are live links**
3. **Discussion Items:**
   1. **Scheduling:** Dr. Lindfelt provided a scheduling update:
      * September 11th – academic year begins
      * September 16th – final schedule review
      * September 19th – first day of classes
      * September 20th – Winter schedule deadline
      * September 21st – first day of Saturday classes
      * October 9th – Fall census
      * November 4th – priority registration begins

The university is at 96.6% (was 95%) of target and CNS is at 95.6% (was 92%) both of which are trending toward target.

* 1. **Development update:** Ms. Dorsey reported the following on behalf of Ms. Hunt:
     + A check for $10,000 was received from Molina Healthcare for the DisAbilities Sports Festival.
     + A gift for PAES is expected to come in the near future.
     + She is continuing to work with CEME to pursue foundations for support.
     + CNS has raised $212,166 to date – 34% of the university total raised.
  2. **Assessment update:** Dr. Hovannesian gave an update on the state of assessment.
     + No one is in place in terms of GE at the present time.
     + Syllabi collection – September 10, 2013 from 10am-2pm.
     + Assessment showcase – September 19, 2013 from 10-11am in the Pine Room. Kick-off of what we’re trying to turn the assessment into. 24 posters have been printed and will be put up (5 or so are blank, but can still be updated).
     + Syllabi content – Dr. Dixon asked a question regarding assessments and if every class needed to be assessed. Dr. Hovannesian stated that she would like to have a 25% sample in order to have adequate information.
     + Dr. Hovannesian will be attending WASC training September 26 & 27, 2013.
  3. **Faculty searches** – Ms. Cartwright from Academic Personnel gave a presentation to the chairs based on a quick reference guide for recruiting Tenure-Track/FT Lecturer positions form that she has created. She also shared that the official job announcement that is printed on letterhead has been revised and is on the Academic Personnel website.
     + Only the final files on candidates need to go the dean (in which the candidate has visited campus and faculty has voted on them), not anything prior to that. The dean will send out a policy on which files she would like to receive and when.
     + Dr. Williams noted that they would like to be notified when letters have been accepted and signed.
  4. **Cell phone use in class** – Dr. Fryxell filled in for Dr. Smith.
     + Cell phone use will not be tolerated in class. It is suggested to put that in the syllabus to avoid any issues. Dr. Fryxell proposed the idea of cell phone prison – if a phone is used, heard, or seen in class, it is to remain in the professor’s possession until the end of class.
     + A discussion followed about cell phone use and what is or isn’t acceptable. For example, texting or phone calls vs. the use of e-readers on the phone; faculty/administrators being held to the same standard; etc.
  5. **Trust accounts** 
     + Ms. Smith discussed lab trust accounts and how the auditor’s rules are getting stricter every year. They’re concerned about cash balances that increase every year. The information will be shared with the ASCs at their next meeting.

1. **Other:**
   1. **Pre-Professional Advising Center**
      * Will have an office with a reception area. Will be temporarily housed in TO-39
   2. **STEM conference speaker** – CSU High School Counselors Conference
      * Dr. Lindfelt asked if anyone could recommend anyone to speak about STEM at the conference and prepare an hour lecture.