Natural Sciences Chairs Council

July 18, 2019

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, P. Dixon, S. McMurran, B. Haddock, K. Cousins, K. Voigt, M. Chao, C. Davis, T. Burch, D. Maynard, D. Rinebolt, R. Hernandez, T. Valencia

1. Approval of Minutes

Minutes from the April 17th, May 1st, May 15th, and June 3rd meetings were approved. Minutes for the June 19th meeting were approved with the correction to the statement that the CSE department was in the final stage of it’s ABET report.

1. Informational Items
	1. Announcement by Chairs
* Dr. Maynard reported that Erik Melchiorre’s and Kerry Cato’s KECK grant application was approved to move on to the final state of the application process.
* Dr. Cousins reported the chemistry department has their summer research program going on. There are 6 different groups working on projects
* Dr. Davis wanted to acknowledge her appreciation to Leslie Swindell for all of the assistance she has provided the past couple of months due to the absence of an ASC in the Health Science Department. Dr. Davis also announced that they have hired an ASC for the department. Stephanie Martinez from the College of Education will begin July 22nd.
* Dr. McMurran reported that Math and CSE have hired a new computer program ITC, Oscar Velasquez. Dr. McMurran also reported that the REU students are hosting a tea every Wednesday.
* Ms. Valencia reminded the chairs that their rollover report is due at the end of the month. She will work with the department ASCs to assist them with this. Additionally for the faculty’s class accounts, they will need to submit a plan for the usage of their funds.
* Dr. Pantula read Mr. Fischer-Smith’s report to the chairs.
	+ Faculty Research Survey – a new survey has been created and will be sent to faculty after convocation this year.
	+ Scholarship Reception – Mr. Hernandez and Mr. Fischer-Smith are working to launch a scholarship reception to be held in February as a way to thank our donors.
	+ Development office – Mr. Fischer-Smith will be returning full time to CNS and moving into his old office in the CS building in August.
* Dr. Chao mentioned that currently there is no area for faculty to park to unload equipment and/or supplies. Ms. Valencia indicated she will follow up with facilities.

b. Announcements by Administration

* Dr. McGill reported that the second summer session begins Wednesday, July 31st.
* Dr. McGill reported that a contractor has been chosen for the renovation of the museum. Work will probably begin around the beginning of the fall quarter. She also reported that she has reserved 4 rooms in the new CEGE building (if it is ready) should there be the need to move classes if the noise from the renovation becomes disruptive to classes.
* Dr. McGill reported that CEGE is looking for faculty to volunteer to serve on an international committee. She will send out an email with information about the program to the chairs to forward on to their faculty.
* Dr. Maynard reported that there will be a 4 hour PAES recruitment event held on October 4th. He is looking for some innovative ideas from the departments. He asked the chairs to please speak with their faculty about department tours, group tours, individual events – things that will entice the students to want to attend CSUSB.
* Dr. Maynard thanked the chairs for getting back to him with the information concerning the articulation of courses. Community college counselors will be on campus on October 2nd for a brunch.
* Dr. Maynard requested that the departments please keep their google documents up to date for the benefit of the SOAR program. He reported that he is trying to reduce the number of SOAR sessions so that the chairs do not have as many events to attend.
* Dr. Maynard also requested that chairs let Dr. Guzman know how they would like students to be advised. Currently the advisors are using the department roadmaps.
* Dr. Pantula reported the college is still hiring advisors for the college. We are seeking a replacement for the position that was held by Brittny Dennis and we are seeking to hire another SSP.
* Dr. Pantula reported that Amber Olney will be working with the departments on CLASS. Semester SLOs need to be completed by the end of October.
* Dr. Pantula informed the chairs that the chair retreat will be held August 21st and 22nd. Jackson Nickerson, developer of *Leading in the Academic Enterprises*, a series of high-value leadership development programs, will be leading the retreat. He reported that he is very excited about this event and the opportunity that it will provide for the chairs.
* Dr. Pantula provided an update on the HHMI proposal. There is a need for the program director of this grant. Someone from biology, chemistry, geology or physics, would be the ideal person for this position. The pre-proposal needs to be submitted by January 2020. There is also a need for a group of faculty who are willing to brain storm and come up with ideas.
* Dr. Pantula reported that the JHBC is putting $100,000 a year to develop self-funded programs. He asked if CNS had any areas that we share with business and did the chairs think that we should develop a similar program. CEL has expressed a willingness to contribute money to this.
* Dr. McGill distributed a handout concerning the assigned time policy. Department requests for long-term CNS support need to have initial justification submitted to the dean by August 15th.
* Dr. McGill volunteered to meet with departments individually if needed. She noted she would be on vacation August 2-12.
* Dr. Pantula reminded the chairs from health science, math and computer science they have not submitted the requested job descriptions yet and need to do so as quickly as possible.