Natural Sciences Chairs Council

March 20, 2019

12:30pm – 2:30pm, BI-104

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

1. Potential Changes to advising, orientation and registration (Dr. Craig Seal)
2. Dr. Seal requested departments to send their one-year roadmap for quarter students for next year.
3. Dr. Seal announced that transfer orientation has been pushed back. There are 5 groups of students who will have orientation after their registration date. Departments will need to set aside some seats for those transfer students. The transfer orientation dates are May 18, June 1, June 8, June 20, June 26, and July 1.
4. Dr. Seal announced that training for faculty and faculty advisors for the exceptions from the audit will begin in April.
5. Dr. Seal announced that registration will change beginning this spring with registration for fall quarter. Priority registration will include athletes, foster children, veterans, and handicapped students. Other types of students may have priority within their class (freshman, sophomore, junior, senior) but will not jump ahead of students from another class. Additionally, now students will only be able to repeat a class one time.
6. Dr. Seal reported that they will be hiring another group of advisors. CNS will get another professional advisor.
7. Approval of minutes

a. Minutes from the February 27th were approved

1. Informational Items
	1. Announcement by Chairs
* Dr. Burch reported that the nursing department has been using a testing service (ATI) and it is working very well.
* Dr. Maynard reported that there will be 600 high school students on campus on March 26th checking out the university.
* Dr. Qiao reported the CSE department has two candidates they wish to make offers to. Files will be forwarded to the dean in the next day or two.
* Tina Valencia reported on the Recharge Event that will be held Wednesday, March 27th for CNS staff and department chairs. It will be held from 11:30 until 1:30 p.m. in the Peace Garden area.
* Jeffrey Fischer-Smith reported they had recently submitted a proposal to Kaiser through the Health Science Department. He also reported that the first Keck proposal had been submitted for geology. A second proposal for BIO STEM animation will be submitted in December. Mr. Fischer-Smith also reported that the search for Director of Development for the College of Arts and Letters had not produced a viable candidate, so he will continue to serve both colleges for the time being.
	1. Announcements by Administration
* Dr. McGill distributed a handout detailing number of students who attempted to enroll in a class but were unable to.
* Dr. McGill reported that currently the college is at 104% of target and the university is at 100% of target.
* Dr. McGill reported that departments will be able assign rooms for any additional summer classes starting April 22nd.
* Dr. McGill reported that the University has accepted a 3.5% higher target for 2019-20 compared to 2018-19, and that CNS has been assigned a 2019-20 target that is 5% above our 2018-19 target, but only 1% above our 2018-2019 actual enrollment.
* Dr. McGill communicated the Provost’s suggestion that in light of the projected increase in the number of students being accepted in the fall quarter, departments should look into the hiring of adjunct faculty. Discussion ensued of the difficulty inherent in this suggestion – limited number of qualified applicants in this area, limited space to put these adjunct faculty, etc.
* Dr. McGill reported that a low number of applications had been received for the CNS outstanding faculty awards. It was agreed that the deadline for submission be extended until March 28th.
* Dr. McGill requested that chairs begin to think of someone to serve as Mace bearer for commencement and also as the outstanding alumni from the college. Dr. Chao suggested we look at some of the alumni who have been nominated in the past but were not chosen. Chairs and Mr. Fischer-Smith are invited to submit nominations to Dr. McGill by March 28th. Nominations will be circulated to chairs and a vote will be conducted at the April 3rd chairs’ meeting.
* Dr. McGill distributed handouts on the rubric that has been used in the past to rank the outstanding students for the college. Discussion ensued on the advantages/disadvantages of the different criteria. Chairs were invited to submit any further suggestions to Dr. McGill.
* Dr. McGill requested the departments select a faculty member to serve on the committee to review the applications for outstanding undergrad and grad student and submit their names to her by April 8th.
* Dr. Chao distributed a handout of the college workload committee’s progress report. He reviewed the points that he believed were items that needed to be explored further for a policy to be developed. Chairs are encouraged to send any suggestions for changes to Dr. Chao ASAP.
* Dr. Pantula announced to the chairs that items in the lottery and CERF accounts that were previously considered tentative (colored yellow on the spreadsheet) could now be purchased. The share of the lottery funds will be given to the departments as the purchases are made from both sources.
* Dr. Pantula reported that he is summarizing the information that chairs submitted about their need for additional faculty over the next 2-3 years.
* Dr. Pantula announced that the searches for marketing director and director of CNS Advising Center have been completed and offers have been made. Background checks are in process and once they are completed Dr. Pantula will announce who they are.
* Dr. Pantula mentioned that he has completed the tenure and promotion reports for those faculty seeking tenure or promotion. He would like for the departments to have guidelines that are applicable across the departments and will meet with chairs to discuss this in the coming weeks.
* Dr. Pantula mentioned that he has noticed that monthly meeting with the chairs have dwindled somewhat. He wanted the chairs to know that he is available to meet with them one-on-one if they would like. It is an opportunity for the chairs to discuss any issues about their department, our college or CSUSB. They can cancel the meeting if some months they do not have topics to discuss.
* Dr. Pantula asked the chairs to review their department’s budget and give some thought to what they believe is a realistic expectation for funding for their department. He will meet with chairs individually to discuss this.
* Dr. Pantula reminded the chairs that the provost wants to make sure that faculty are using the funds in their class accounts. He distributed a list of class accounts by department for the chairs to review. All funds in class accounts have a two-year expiration date, and unused funds will automatically revert to the college.