Natural Sciences Chairs Council

September 19, 2018

1:00pm – 3:00pm, BI-104

In Attendance: S. Pantula, S. McGill, P. Dixon, S. McMurran, B. Haddock, T. Burch, D. Maynard, D. Smith (for K. Cousins), H. Qiao, M. Chao, T. Valencia, J. Fischer-Smith, D. Rinebolt (No representative from Health Sciences and Human Ecology)

1. **Approval of minutes** for September 5, 2018

Approved as distributed.

1. **Presentation by Ombuds Services** (Twillea Evans-Carthen)
* Presented an overview of the office and services offered to faculty, staff and students.
1. **Informational Items**:
	1. Announcements from administration
* Dr. Pantula reported he was in the process of visiting all of the departments at their monthly meeting to meet their faculty. So far he has visited 3 departments and looks forward to meeting the rest in the near future.
* Dr. Pantula reported an update to the EO1110 funds that were mentioned at the last chairs’ meeting. For the $100,000 allocated for high enrollment/low success classes, he has been told that only 3 of our classes in CNS would qualify for that funding. They are Chemistry 221, CSE 201 and Physics 223. Dr. Pantula requested the chairs of those courses submit proposals requesting those funds by the end of September.
* Dr. McGill reported that for the fall quarter the university is at 100% of target and the college is at 100% of target.
* Dr. McGill reminded chairs that according to the Q2S advising plan, by now they should have communicated to all of their majors whether they will be able to finish their program on quarters or if they will have to transition to semesters. Each student who is expected to finish on quarters should have an individualized roadmap of the remainder of their time here at CSUSB.
* Dr. McGill informed the chairs that Spring Quarter building starts October 15th. The large lecture scheduling meeting will be held October 8th from 1 to 2 p.m.
1. **Discussion Items**:
	1. Q2S (Doug Smith)
* Dr. Smith reported that October 31 the following are due:
	+ Assessment Plan for Track 3
	+ C/P forms for Track 3
	+ Any additional C/P forms involving Liberal Studies
	+ Evidence of Transformation for Track 3
	1. Student Success Initiative (Dean Craig Seal)
* Dr. Seal announced that there will be two ½ day meetings during fall and winter quarters for faculty advisors and professional advisors.
* Dr. Seal asked if the departments could build their schedules for fall, winter and spring quarter up to 2020. There is no need to assign rooms or specific times or faculty. This is just to allow students, faculty and advisors know what classes will be available as they attempt to build their roadmap for completing their courses.
* Dr. Seal reported that they preloaded MYCAP for the incoming freshmen class at PDC and it worked well. More than half of the students registered for the classes they were recommended to take.
* Dr. Seal announced that they were going to begin offering Zoom advising sessions which will help those student who live far from campus. They will also offer registration clinics teaching students how to read their PAWS report and register for classes.
	1. Upcoming Events (Sastry Pantula)
* Dr. Pantula announced there will be an Open House held tomorrow (September 20th in the dean’s office. Please let your department know they are invited to stop by and share some snacks.
* Homecoming Open House (October 27th) – The college has been asked to host a visitation and activity between 3-5 p.m. Tiffany will reach out to departments to see which labs could be open for this event.
* Library Seminars – Dr. Pantula asked if the departments could possibly find a faculty member who would be willing to host a seminar for the library. At this point it is mostly Social & Behavioral faculty who are providing the seminars.
* Dr. Pantula said that he would like to see 1 or 2 college level seminars (Sherba Lectures) offered during the course of the academic year.
	1. Other
* Dr. Pantula asked chairs what they would like to discuss at the meetings. Dr. McMurran suggested they address the workload issue. She pointed out that it is very difficult to attract potential new faculty with the system the way it is set up now. It is impossible to do research when they have to teach all of the time.
* Dr. Pantula reported that he had visited the different departments’ web sites. He was surprised to find that there really wasn’t much information on the web sites. Chairs reported that they were not able to update their own web sites and they don’t have the time to call ITS every time they need something. A couple of chairs reported that they had just given up due to the process of adding things to their web sites. It was also mentioned that it is almost impossible to purchase software with all the new procedures for doing so in place now. Dr. Qiao mentioned that the departments could hire some of the computer science students to help with the websites.