



Natural Sciences Division
Department Chairs Meeting Agenda
November 5, 2015
3:00-5:00 PM
61-2505

Brian Scott, Agriculture	x	Martin Mason, Physics & Engineering	x
David Mirman, Biological Sciences	x	Malcolm Rickard, Physics & Engineering	x
Jody Williams Tyler, Chemistry		Matthew Judd, Division Dean	x
Jenny Leung, Chemistry	x	Karelyn Hoover, Division Associate Dean	x
Julie Bray-Ali, Earth Sciences & Astronomy	x	Guest or Sub:	
Mark Boryta, Earth Sciences & Astronomy	x	Guest or Sub:	
Art Nitta, Mathematics & Computer Science	x	Minutes By: Chris Estrada	

Item	Topic	Discussion	Outcome/Action Needed
1	Check-in	<ul style="list-style-type: none"> How is everyone? 	
2	Hiring	<ul style="list-style-type: none"> Handout: Impacts of chosen positions on geology, chemistry, and physics depts. Get your team set by vote, chair needs to be on team; co-chairs pick one. No probationary faculty on the team. EEO training, we can arrange this for hiring teams during last meeting of December Your team must be trained before winter break and be available January and February for interviews 	<ul style="list-style-type: none"> 27 faculty to be hired across campus. 7 positions are NSD Those who had growth last year were not selected this year #25 is Biology position but titles Health List is now public Potentially more Frustrations from the group regarding the process of RTF position ranking beyond the division Dec. 3rd meeting from 3-5pm. HR James Czaja will do the EEO training.



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			<ul style="list-style-type: none"> • Get your teams together and get trained in December. • How long is training valid. Division to follow up with HR and report back to Chairs. • Brochures need to be ready • Teams need to be available in January and February. 3-4 faculty and 1 chair
3	Enrollment Management	<ul style="list-style-type: none"> • Growth: We need to grow winter and spring. What can we do to help? 	<ul style="list-style-type: none"> • Help finding adjuncts • Enrollment numbers: Over estimate • Marginal or high demand classes for growth • Concern about fill rate. Group feels that some classes should not be cut because they are not meeting the fill rate if the rest of their classes are over 100%
4	Curriculum	<ul style="list-style-type: none"> • Incomplete proposals: • EDC report: Malcolm Rickard 	<ul style="list-style-type: none"> • Incomplete proposals in Karelyn's queue. She responds but please try to catch it at their level to send back to the author. • Author is not noticing the changes to the form. Remind them to review the entire piece. • Remind the faculty to complete the pieces requested even if they never had to do it previously. These pieces are slowing things down. • Possibility of titles and class capacities



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			<p>changing. Changing course numbers are very difficult.</p> <ul style="list-style-type: none"> • Cannot offer a course until articulation is complete. • Malcolm report: Math split from MATH 280 and 285 • Website changed and needs improvement. David suggests that the checklist Michelle Sampat created be readily available and easy to find. • Who decides what divisions/departments need to be consulted when a course needs to be approved
5	Budget	<ul style="list-style-type: none"> • Student Workers: • Approval queues: • Lottery \$\$: • Equipment money: <p><i>Approval queues – how often do you go in and approve? Do you have a process with your lab techs? Is anyone in need of approver training?</i></p> <p><i>Lottery \$\$ - requests will be approved by middle of next week</i></p> <p><i>Equipment requests: wave tank, truck, horses, humidifier (Karelyn will follow up)</i></p>	<ul style="list-style-type: none"> • Be mindful of budgets. ESA and Biology have budget number changes. Chris will transfer money and align things together. Budget update soon. • Physics, Math, Chemistry are on track. • Ag. is already in the negative. Continuous push for increase in money. • Minimum wage is going up in January. Division will be submitting an immediate needs to buffer this. • Lottery money requests will be reviewed mid next week. Techs will be updated next week. • Equipment requests • What is the process for approval queues and relationship with techs



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			when reqs approval.
6	SLOs	<ul style="list-style-type: none"> Handout 	<ul style="list-style-type: none"> Here's where we are. Winter we will work on these. Chemistry to deactivate their program. Enter information for classes that have not been offered for 3 years
7	New Adjunct Orientation	<ul style="list-style-type: none"> Power point: <p><i>Working on power point for orientation to be delivered through moodle rooms</i> <i>Face to face meeting will address questions from them; what do you think we need to address?</i></p>	<ul style="list-style-type: none"> Power point to be created for new adjuncts. Later face to face meeting with adjunct. Report back what issues their adjunct have so it can be included in the power points.
8	Office Space	<ul style="list-style-type: none"> Matt and Karelyn report: <p><i>Matt and Karelyn conducted survey on offices that have space, with 27 positions hired on campus there is a need for office space</i></p>	<ul style="list-style-type: none"> Matt and Karelyn taking inventory of office space. 27 vacant office slots for new full time faculty.
9	Absences	<ul style="list-style-type: none"> Process: <p><i>Review process for reporting absences, requesting subs, requesting reschedule of office hours</i></p>	<ul style="list-style-type: none"> Remind faculty that they need to call the absence line or email division Faculty to chair. Chair to the Dean. Chris to create memo/checklist for subs process. Process for reporting absences.
10	Adjunct Faculty Awards	<ul style="list-style-type: none"> <p><i>FA Celebration of our Adjunct Faculty</i> <i>Did departments submit? Did they have a process? What was it? Do we want to have an "adjunct of the year award" in the division?</i></p>	<ul style="list-style-type: none"> Chairs did vote/election/nomination
11	School Dude	<ul style="list-style-type: none"> Who has access?: 	<ul style="list-style-type: none"> Send list to Chris so we can review it.



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		<p><i>Who in your area does/should have access??</i></p> <p><i>Send Chris an email, we will follow up</i></p>	
12	Evaluations	<p><i>Probationary teams: student evals completed by week 12, peer evals suggested by week 12</i></p> <p><i>Adjunct: student evals, designee fill out blue sheet, we will drop off, pick up, and type up comments; this gets returned to designee; push back on process – what do you want to do but there can only be one process?</i></p> <p><i>Full time faculty: student evals, they need to tally on H2a from IT data, type up comments or summarize comments, hand in data from IT and scan trons</i></p>	•
13	Open Mic		•