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	• How is everyone?	
2	Hiring	• 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	• 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.

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

Item	Topic	Discussion	Outcome/Action Needed
			• 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	• Growth: We need to grow winter and spring. What can we do to help?	• 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	• Incomplete proposals: • EDC report: Malcolm Rickard	• 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

Item	Topic	Discussion	Outcome/Action Needed
			changing. Changing course numbers are very difficult. • 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	• Student Workers: • Approval queues: • Lottery $$: • Equipment money: *Approval queues – how often do you go in and approve? Do you have a process with your lab techs? Is anyone in need of approver training?* *Lottery $$ - requests will be approved by middle of next week* *Equipment requests: wave tank, truck, horses, humidifier (Karelyn will follow up)*	• 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

Item	Topic	Discussion	Outcome/Action Needed
			when reqs approval.
6	SLOs	• Handout	• 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	• Power point: *Working on power point for orientation to be delivered through moodle rooms* *Face to face meeting will address questions from them; what do you think we need to address?*	• 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	• Matt and Karelyn report: *Matt and Karelyn conducted survey on offices that have space, with 27 positions hired on campus there is a need for office space*	• Matt and Karelyn taking inventory of office space. • 27 vacant office slots for new full time faculty.
9	Absences	• Process: *Review process for reporting absences, requesting subs, requesting reschedule of office hours*	• 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	• *FA Celebration of our Adjunct Faculty* *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?*	• Chairs did vote/election/nomination
11	School Dude	• Who has access?:	• Send list to Chris so we can review it.

Item	Topic	Discussion	Outcome/Action Needed
		Who in your area does/should have access?? *Send Chris an email, we will follow up*	
12	**Evaluations**	*Probationary teams: student evals completed by week 12, peer evals suggested by week 12* *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?* *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*	•
13	**Open Mic**		•