



Natural Sciences Division Minutes
Department Chairs Meeting Agenda
January 25, 2016
1:30-3:30 PM
61-2505

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

Item	Topic	Discussion	Outcome/Action Needed
1	Check-in	Welcome Lizette Henderson, new Admin III for the division Bren Ramirez sub in Math Ashley Marin on maternity leave Dena will be on maternity leave, sub is Linna	
2	Enrollment Management <ul style="list-style-type: none"> • Spring 2016 • Download dates • Scheduling • Positive Attendance (99) 	Each department has their enrollment counts Division-wide enrollment Campus-wide enrollment 99 classes have positive attendance requirements; communicate with faculty about requirements for + attendance college is collecting about 60% of attendance 99 classes should mostly be lab classes; 54 hours per unit	Identify potential adjunct or fulltime faculty to open additional classes. Division office to assist with admin type projects. 99 classes must track student attendance/hours and report accordingly. Confirm download schedule & contact point. First download draft: Feb. 2 nd for Summer download.



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			March 1 st for Fall download.
3	Budget <ul style="list-style-type: none"> • Lottery update • Deadlines 	Lottery \$\$ - Chris April 15	Temporary glitch in the system. System will update once glitch is corrected. Double check budgets before hiring student workers. Deadline for budget spending is March 31.
4	Evaluation	General Discussion	Process for class evaluations should be more direct in terms of scheduled time. Use "return receipt" option when scheduling eval times via email. Confirm that contact info for faculty/adjunct is up-to-date and correct. Establish a report-back system. Class assignments in correlation with evals – what are best practices?
6	Dept. Minutes Process	Chris	Tabled
7	Adjunct Faculty Hiring	Adjunct who have been processed in our office	
8	Curriculum <ul style="list-style-type: none"> • Articulation 	No classes offered without articulation WebCMS does not notify Karelyn – please let her know when you've submitted a proposal	Nothing is to get into the schedule without articulation. Any changes to classes need to go through articulation prior to making class available to students.
9	Open Mic		Winter meeting: Monday, Feb 8 th 1:30p.m. Kepler Dinner, April 9 th 2016 Mt. SAC took 1 st place in recent TURF competition.



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			Feb. 14 th application deadline for competitive team funding. "Putting on the Hits" –