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| --- | --- | --- | --- |
| Brian Scott, Agriculture | X | Malcolm Rickard, Physics & Engineering | X |
| David Mirman, Biological Sciences | X | Matthew Judd, Division Dean | X |
| Terri Beam, 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 |  |  |
| Martin Mason, Physics & Engineering | X | Minutes By: Ashley Marin | X |

| **Item** | **Topic** | **Discussion** | **Outcome/Action Needed** |
| --- | --- | --- | --- |
| **1** | **Welcome** |  |  |
| **2** | **Enrollment Management** | Ask faculty to monitor their own enrollments, let you/us know when enrollment is lowLook at courses where there are multiple sections, all or most under enrolledLean and mean, efficiency is importantNo longer getting “bump” in first week of classesTarget is 5.4% for next year | Demand for classes seems like it’s there but students don’t materialize ESA = Environmental geology expand course offering |
| **3** | **Faculty Hiring** | What are your needs?Ask if they would like Jeff Archibald to come to meeting to explain Academic Senate rankingsNew form, cover letter, ARGOS reports to be used | July 28Chem – replacement + 2 growthIs there an update?VeterinarianReplacing TomEngineering – if there is (ineligible)/PhysicsReplacement/growth mathBiol Cultural AnthroBio – non-majors general |
| **4** | **PIE** | Due 6.30 to meWe will look at summary in July before handing in |  |
| **5** | **Future Needs** | What can we do now to modify existing labs/rooms?What equipment do you need to bring up to date?What support (lab techs) needed?Faculty hires neededPutting together complete packages of needs |  |
| **6** | **Curriculum (Hiring Check List)** | Create/developAdjunct – what they needWhy do we have to physically sign IT paper? Why not portal?Can Chris get copies and do this during orientation? Send electronic[Terri – meet and talk] |  |
| **7** | **Open Mic** |  |  |