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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 low  Look at courses where there are multiple sections, all or most under enrolled  Lean and mean, efficiency is important  No longer getting “bump” in first week of classes  Target 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 rankings  New form, cover letter, ARGOS reports to be used | July 28  Chem – replacement + 2 growth  Is there an update?  Veterinarian  Replacing Tom  Engineering – if there is (ineligible)/Physics  Replacement/growth math  Biol Cultural Anthro  Bio – non-majors general |
| **4** | **PIE** | Due 6.30 to me  We 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 needed  Putting together complete packages of needs |  |
| **6** | **Curriculum (Hiring Check List)** | Create/develop  Adjunct – what they need  Why 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** |  |  |