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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** | **Use of NSD Computer Lab** | New NSD Lab Tech. Matt Naas x4430  What is our vision for the lab?  Should the lab be restricted to NSD students? Should we charge for printing?  Address faculty attendance: if lab is reserved for your class, you must be in attendance | Follow up - wireless instructor station  Yes, we should charge for printing  AG wants to charge for printing in their lab also |
| **3** | **Absences/Field Trips/ “In Lieu of” Hours** | If you are not in your class, we need to know  If anyone is teaching your class other than you – we need to know and approve | Follow up - in lieu of day field trip forms |
| **4** | **Faculty Positions** | Our ranking, ranking from academic senate  Prepare RTF, job descriptions, get committees together  Committees: Dept. Chair, commitment level of faculty  One year temps? |  |
| **5** | **Instructional Equipment** | Requisitions created now, process takes time, let faculty know  No more suggestions for spending $$ needed |  |
| **6** | **Curriculum, Lab Parity, Course Review, & 99 Classes** | Each Stage in WebCMS:  Stage 1: course author  Stage 2: dept. chair review  Stage 3: Dean/Assoc. Dean review  Stage 4: not active in WebCMS  Stage 5: pre-screen/pre-EDC review – results in course being forwarded to EDC agenda or returned to Stage 1  Stage 6: post-EDC review – results in approval, approval with minor edits, pending (course will be returned to EDC consent agenda), or HOLD (requires second EDC review)  Stage 7: course is ready for implementation (new courses and mods require Senate approval, BOT approval, Chancellor’s office approval before implementation) | Required to tie measurable objectives to methods of evaluation  If course is in the 4-year process lab parity committee cannot act on your request for new or continued lab parity.  99 Classes – Chem, Anat, Phys, Astr – random sample are all lecture classes, they should be labs  Follow up – E-curriculum |
| **7** | **Adjunct Hiring/Orientation Process** | Matt will talk about process  Revamp orientations this winter  What do you think we should be doing? Let us know during winter meetings | Math Dept. pool open all the time, applications not yet online – check on this for dept. disciplines A&P, BIO, Human Sexuality  Matt presented Memo from Bill Scroggins re: Prioritization of Requests for Faculty Positions  Matt also presented NSD priority ranking for faculty positions |
| **8** | **SchoolDude** | Replacing EIWOS, not everyone will have access (still call x4850 when it is urgent)  Who in your area would you like to have access? Chair, lab techs? |  |
| **9** | **Room Usage** | Study will be out  If we are under using our rooms, we will not be eligible for funds from the State; bond predicted for 2018  You may have other areas (within Division first) schedule in “your” rooms if they are underutilized – single sections meeting in double section rooms | Follow up – lab set up time |
| **10** | **Announcements** | FIG orientation tomorrow, 9 AM – 12 PM, 45K/year to spend  Building 60 will have lighting changed out during one weekend in December |  |
| **11** | **December Meeting** | One work meeting, one party?  Holiday end of year newsletter/card  Send one pic from your dept. with a caption  Set January, February meetings at December meeting | December meeting Dec. 4 at 3PM then go out. |
| **12** | **Open Mic** | Meet with Health & Tech? | Who created form?  Update form? |