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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** | Update for Summer 2014Growth for Fall 2014Block schedulingSaturday classesScheduling to capacity in classrooms | Target metStay in blocksWhat services needed?Room use/small classes in large roomsHow can Division help? |
| **3** | **Equipment/Budget Update** | Computers |  |
| **4** | **Evaluations** | Chair EvalsProbationary EvalsAdjunct Evals | (ineligible) week 8 to usCheck deadline for any follow up |
| **5** | **Emergency Preparedness** | Power OutageDrill | What happens when you have to call public safety? Call us when emergency is overFaculty need to wait to dismiss class and have authority to dismiss classDrill went well |
| **6** | **Curriculum Deadlines** |  | Lab parity handoutMay 3 curriculum – NS fall deadline |
| **7** | **Summer Stipends** |  | Fill out paperwork, 2 meetings |
| **8** | **PIE** |  | May be postponed to fall to fit cycle of budget, new positions support/pressure from your depts. for FA, Senate |
| **9** | **SLOs** | Stipends for Adjunct ParticipationSyllabiWhat Do Students in Your Departments Know About SLOs? | 2 hrs nonteaching rateMust be on syllabusHave this conversation with your dept. |
| **10** | **Schedule Standing Meetings with Chairs** | When are you available? |  |
| **11** | **David Mirman – NSD Student Research Website** |  |  |
| **12** | **Open Mic** | AnnouncementsNew Faculty HireChair Survey | Kepler Debbie Day Parachutes & LadderWhat do you on campus to meet with people = releaseWhat can you do outside of campus = stipend |