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| --- | --- | --- | --- |
| Brian Scott, Agriculture | X | Martin Mason, Physics & Engineering | X |
| David Mirman, Biological Sciences | X | Malcolm Rickard, Physics & Engineering | X |
| Jody Williams Tyler, Chemistry | X | Matthew Judd, Division Dean | X |
| Jenny Leung, 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 | Minutes By: Chris Estrada | X |

| **Item** | **Topic** | **Discussion** | **Outcome/Action Needed** |
| --- | --- | --- | --- |
| **1** | **Welcome** |  |  |
| **2** | **Enrollment Management** | Targeting growth during winter and spring  Review your current schedule with Matt and Karelyn  Matt: Ag, Bio, Chem  Karelyn: ES&A, M&CS, PENG  Make appointment next week | Chairs need to meet with Matt or Karelyn to discuss growth options  Start recruiting more adjuncts  Chris to get 2nd download out to chairs for winter schedule |
| **3** | **Prioritize Faculty Positions** | Vote on prioritization  Separate rankings for replacement positions (Math, Chem, Ag) from growth positions | Rankings:  Bio (Anth), Math, Chem, Bio (nonmajors),  Physics, Geology, Astronomy |
| **4** | **Instructional Equipment Update** | Hand out spread sheets with funded requests  Requisitions must be in by Dec 1 | Before funds are released:  Get quote including tax, shipping, handling  Propose/predict outcome  Meet with Karelyn to discuss proposed outcome  GET COMPUTER ORDERS IN ASAP |
| **5** | **Lottery Funds** | Identify outcomes  Meet with Karelyn – she will help develop/write outcomes | Schedule meeting with Karelyn |
| **6** | **Resource Allocations** | Handout – limited to top 2-3 per division | Tabled until next time |
| **7** | **Probationary Evaluation Teams** | Eugene – physics  Karla – math  Irving – math  Tania - oceanography |  |
| **8** | **Standing Meeting w/ Deans** | Set your appointments | Chairs asked for follow up – they have submitted availability; Ashley will follow up |
| **9** | **Lab Parity** | Get your paper work in this fall; if you are offering a new course or you completed a course modification, you need to submit paper work for lab parity |  |
| **10** | **Curriculum** |  | Discuss next time |
| **11** | **Department Chair timeline** | Distribute electronically | Discuss next time |
| **12** | **Open Mic** | Questions regarding resource allocations |  |