|  |  |  |  |
| --- | --- | --- | --- |
| 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** | Summer fill rates!  Our Division captured nearly 20% of the targeted growth and nearly 30% of the actual growth!  Growth for 2014 – 15  We will grow an additional 110 FTES for Fall ’14, Winter ’15, and Spring ‘15  Fall should be larger than Spring  Look at what didn’t fill last fall: courses, times, days  Consider holding classes until others fill, then open if needed  100% fill rate is the target; classes that aren’t filled may be closed (the 75% rule is urban legend) | Presented Summer 2014 fill rates by Division/Department  Presented Enrollment Management Upate |
| **3** | **Equipment Update** | Rankings, fill in detail  Moving forward get quotes with tax, shipping, etc.  Computers: separate list, provide specifics on need (laptops, MACs, etc.), quotes to include | Presented NSD Equipment Ranking 2014 - 2015 |
| **4** | **Curriculum – Missing Document** |  |  |
| **5** | **Recent Losses** |  |  |
| **6** | **September 17 Emergency Preparedness Drill** |  |  |
| **7** | **Hiring Process** |  |  |
| **8** | **Open Mic** |  | Next meeting Wed. Aug 6, 1PM  Look into warehouse storage |