

COLLEGE OF SCIENCES
DEPARTMENT CHAIRS MEETING
March 12, 2008

ATTENDING: Stanley Maloy, Patrick Papin, Cathie Atkins, Estralita Martin, Janet Franklin, Terry Frey, Allen Shafter, Gary Girty, Sam Shen, Carl Carrano, Usha Sinha, Claire Murphy, Julie Scalisi, Bettyann Bernhardt, Julie Mitsven

1. **Budget** (Patrick) - We do not yet know the final numbers for next year's budget. We expect that the S&S will be what the departments received in 07-08. The ongoing Minor Cap renovation project in the CoS involves renovations of the teaching labs on the 4th Floor of NLS. For 08-09, our top three requests include the Vivarium, Psychology classroom, and a computer rack room in the basement of NLS. Department Chairs should provide Patrick Papin with minor project requests by the end of May. Should funds become available this information is needed.
2. **Biosafety** (Patrick) – Terry Gee, Director of Health and Human Safety, sent out an email regarding the hazardous material training online. Chairs to get with the Safety Coordinators regarding people in their department that should be trained. This has to do with an upcoming county audit. There is a weekly Safety Meeting that Patrick Papin holds in the Dean's conference room on Wednesdays at 9:30 AM. Patrick will also be attending the Physical Plants Monthly meeting and keep the College updated.
3. **Equipment Requests** (Julie M.) – Julie Mitsven will be emailing Chairs for their 08-09 equipment requests. Review list to verify that items were not already included in the approved mid-year list.
4. **Foundation Space in GMCS** (Stanley) – The sciences SDSURF administrators will probably be moving either back to Gateway or to other offices in the vicinity of the College. Chairs to ask for input from faculty and staff regarding this move.
5. **Curriculum** (Cathie) - Summer registration starts Monday, April 28th. Let Cathie know if your classes are not filing.
6. **Copyright Policy for Journal Articles** (Stanley) – Because of the copyright clearance costs, our library must often purchase articles that faculty require their students to read. This will be come less of a problem as more journals become open access. Meanwhile, faculty are asked to request to retain the copyright when publishing an article in a scientific journal. We would appreciate faculty input on this recommendation.
7. **Importance of Clearance via Central Development** (Stanley) – It is essential to get clearance through Central Development prior to contacting potential donors. For the College of Sciences, Jessie Brooks or Anita Armstrong can facilitate this process. Failure to get clearance can annoy potential donors, and can harm a relationship that has taken a long time to develop.
8. **Upcoming Events** –

~ End of Academic Year Reception, Tuesday, May 20 @ 3 PM

- ~ Rehearsal for Commencement, Thursday, May 22 @ 8 AM
- ~ Commencement, Sunday May 25 @ 1 PM

9. **Open Forum**

- ~ Chairs, please include a copy of the Student Assessment report with your Annual Report
- ~ Any faculty, staff, or student needing accommodations for disabilities should be referred to Julie Mitsven.