

COLLEGE OF SCIENCES

DEPARTMENT CHAIRS MEETING

July 26, 2017

9:30 - 11:00 AM

GMCS 602

AGENDA

Participants:

Chairs: Leland Beck, Allen Gontz, Georg Matt, Eric Sandquist, Bill Tong

Departments: Bob Zeller

Dean's Office: Cathie Atkins, Tony Carrasco, Stanley Maloy, Julie Scalisi

Visitors: Erica Panado

Agenda Item	Topic	Report/Discussion	Action
Announcements	CoS Development Coordinator,	Alessandra Costigliola is replacing Carolyn Wheeler who recently moved to University Advancement. Alessandra is a recent San Diego State University graduate and has a degree in Political Science, with an emphasis in Public Law and Economics. She served as President of SDSU Student Ambassadors in FY 16/17, managing a 98-person team; coordinating and facilitating tours for prospective students and families; and coordinating events for high profile visitors. She was a member of Pi Sigma Alpha Honors Society and Pre-Law Society, and is an active Rotaract member.	
	Erica Panado, CSU STEM Vista	Erica Panado from CSU STEM Vista will be working with Emilio Ulloa over the next year on the CoS Advising Center.	
Undergraduate Research Activity <i>(Lisa Kath)</i>	Undergraduate Research Activities	Lisa is the new Undergraduate Research liaison from the Office of Research Affairs. Her responsibilities include promoting undergraduate research and the SDSU Undergraduate Research Symposium. Lisa would like to meet with department faculty to find out what undergraduate research activities are taking place in each department. She would like to discuss the best strategies for encouraging faculty and students to be active in the activities. Resources are needed to support more undergraduate research opportunities.	Cathie Atkins suggested she contact Thelma Chavez and Brittne Bloom in addition to the departments.
Fall Registration <i>(Cathie Atkins)</i>	<i>Fall Registration</i>	Fall registration is going well thus far, however, the sophomores will be challenging given course availability.	Dean's office will stay in contact with departments regarding waitlists and issues that arise.
	<i>Students w/o prereq issue</i>	Currently there are issues with the pre-req process. Fall 2018 "hard pre-reqs" will be implemented. Students will be able to register BUT reports will have to be run to ensure students have passed the spring/summer pre-reqs. Chemistry is currently having issues and needs to have a "hard" pre-req implemented asap.	Bill Tong will give a list to Bettyann regarding Chemistry courses having issues at this time.
	<i>New Registration Deadline</i>	Associate Deans are actively involved in the process.	

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Faculty Appointments (Tony Carrasco)	<i>Faculty need SDSU ID for multiple online activities</i>	The SDSU ID is being used to sign-in to many different SDSU and CSU online resources. Hence, all faculty, whether permanent or temporary, should have a SDSU ID (name@sdsu.edu).	Please encourage faculty in your department to sign up for the SDSU ID.
Campus/College HR Issues (Stanley Maloy)	<i>Confidentiality/Privacy</i>	It is essential that all correspondence regarding human resource issues be kept highly confidential and sensitivity should be a priority. Public statements about ongoing HR issues are not allowed.	
Budget	<i>Update</i>	Updates will not be available from AA until late August. Academic Affairs postponed the college's meeting. It is currently scheduled for August 30. Bill Tong requested that Stanley speak with Graduate Affairs about concerns related to reduced NRTWs for out-of-state graduate students.	Stanley has requested a meeting with Graduate Affairs to discuss "out-of-state students".
Faculty Searches (Stanley Maloy)	<i>Updated Search Manuals</i> <i>Job Advertisements</i> <i>National Academy Member</i>	<ul style="list-style-type: none"> Updated Tenure Track Faculty Search Manuals are available. Faculty Hiring Manual and User Guide for Interfolio's "ByCommittee" has recently been updated by Faculty Advancement. <p>Cost of print vs online advertisements: online ads often cost substantially less money and appear to be a well-used resource.</p> <p>The TCF board has donated funds for endowed position for a National Academy of Sciences member, and this position has been assigned to the CoS. Please keep the dean's office informed of any NAS opportunities that arise.</p>	Manuals are available for pick up from the Dean's Office. Departments will track where new faculty learned of their faculty position/advertisement.
Information (Stanley Maloy)	<i>Department websites</i> <i>College Vision/Mission</i> <i>College policy</i> <i>Weekly updates</i>	<p>Department Chairs gave feedback regarding the current status of their websites. Those having issues are encouraged to contact Eric Ackerman for guidance. Eric has templates available and will work with department representatives to help update the site.</p> <p>Department Chairs are asked to provide feedback, especially in the area of goals.</p> <p>Updates to reflect CSU/SDSU policies is in progress. Updated CoS policy will be posted on the CoS website soon. Feedback from Chairs and Coordinators is requested.</p> <p>Chairs are reminded to send achievements, awards, and news related to their departments.</p>	Department representatives should contact Eric Ackerman. Please provide feedback no later than the next Chairs meeting on August 30; Send email to Stanley and cc Julie Scalisi.
Reminders / Events:	<i>New Faculty Orientation</i> <i>CoS Fall Welcome</i> <i>Convocation</i> <i>College RTP Orientation</i> <i>First Day of Semester</i> <i>First Day of Classes</i> <i>Fall CoS College Meeting</i> <i>Chairs and Directors Retreat</i> <i>Fall Discovery Slams</i>	<p>August 16-21</p> <p>August 23</p> <p>August 24</p> <p>August 24 ~ 3pm in Com 207 (email with RTP Clinic dates/times in Sept & Oct)</p> <p>August 22</p> <p>August 28 (Monday)</p> <p>TBD (room cannot be arranged until class schedule is finalized)</p> <p>TBD (Late September/Early October)</p> <p>September 13, October 11, November 15</p>	