

**Humanities and Natural Sciences Council of Chairs Meeting
Dean's Conference Room, Bobet 202J
September 9, 2013 - 3:30 p.m. – 5:00 p.m.**

MINUTES

I. Call to Order

Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, Frank Jordan, Armin Kargol (for Martin McHugh), Michael Kelly, Kenneth Keulman, Lynn Koplitz, David Moore, Connie Mui and Uriel Quesada (for Blanca Anderson)

Also Attended: Thom Spence, Rich Wilson

II. Approval of Minutes

Minutes of August 21, 2013 were approved and accepted.

III. On-line Evaluations, Academic Advising Council – Thom Spence

Dr. Spence reported on the on-line evaluations and surveys. These are being looked at more closely to see if they are effective as assessment tools. A committee consisting of faculty is being put together to look into the effectiveness of surveys. Good response rates are important, so Dr. Spence will talk with other colleges about the dissatisfaction with the current instruments.

Dr. Spence said that the Academic Advising Council is meeting at the end of September and will focus on advising in Honors and Pre-Health Programs. Performance plans are being required from students who get federal aid and have below a 2.0 grade point.

IV. Fall Enrollment Discussions – Maria Calzada

Dean Calzada reported the following enrollment figures from the dean's meeting last week: 635 first year students, 121 transfers and 22 re-admits. The shortfall is \$7-\$9.5 million.

V. College Competencies

There was a discussion on college competencies, which the dean said must be part of the dean's annual report. It was stated that the competencies are a living document and can be changed. There was a motion opened to change "graduates" to "students". The motion was seconded and all accepted the change. There was a motion to accept the college competencies document. The motion passed.

VI. Fall Open House

Dean Calzada reminded the faculty of the Fall Open House on November 16th. This should be an up close and personal experience with perspective students. There is concern about bringing students into Monroe Hall due to the renovations. Faculty said that Bobet Hall has not very conducive to large number of visitors. Departments may have to move to a centralized location. Dean Calzada said she would update everyone on the details later.

VII. Administrative Calendar

- a. HNS chairs deadline for posting Spring 2014 courses – October 4
- b. Second year faculty letters evaluated twice - fall evaluations due October 18

c. Rich Wilson told the faculty that he sent out the list of graduating seniors and will do senior audits first.

VIII. Course Load Audits

Dean Calzada said to make sure to enter explanations for faculty teaching less than 3 courses in SIS screen 1F4. She stated that she would help the new chairs with any course load audits they may have.

IX. Staff Awards Committee

Dean Calzada asked for two volunteers for the staff awards committee. Drs. Brazier and Mui volunteered.

X. Compliance Training

There will be mandatory sexual harassment training sessions for all faculty and staff. The official date for HNS's training is Tuesday, October 22, in Miller 114 at 12:30 p.m. The training session will last one hour. There will be an additional training session on Thursday, October 24, for those faculty and staff that are unable to attend on October 22, also in Miller 114. Some faculty want the organizer of the training to know that the previous session was not well done.

XI. October College Assembly

Because of so many meetings and events in October, Dean Calzada reported that the College Assembly might be cancelled.

XII. Move to Adjourn

The meeting was adjourned at 5:00 p.m.