

COLLEGE OF NATURAL SCIENCES and MATHEMATICS

Minutes of Chairs Council Meeting – January 9, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held on Monday, January 9, 2006. All chairs were present.

Dean Search. Dr. Buchanan reviewed the status of the dean search process for the college chairs.

Science Fair and Junior Academy follow-up. Dr. Hamilton opened the discussion

Bowling Green. Appropriate faculty should be encouraged to attend. Sponsored Programs will help with the cost. Presentations would be sought upon return to campus.

MFAT scores were handed out. Dr. Hamilton asked chairs to see that students received their

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Chemistry. Dr. Taylor related that two candidates will be interviewing for the Biochemistry position within the next two weeks.

Physics. Dr. Addison passed.

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Minutes of Chairs Council Meeting – February 20, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, February 20, 2006. All chairs were present.

Handouts. Dr. Buchanan distributed several handouts to the chairs. Among the material was the list, provided by Dr. Roden, of students on probation. Dr. Buchanan suggested that advisors could use this information. There was also a memo from the Registrar to Dr. Roden about the May 3rd graduation ceremony. The times are 10:00 a.m., 2:00 p.m. and 5:00 p.m.

Tenure and Promotion guidelines. Dr. Hamilton discussed the necessity of having departmental procedure guidelines for tenure and promotion on file in the dean's office. He requested that the chair-prepared guidelines be faculty approved before sending to the dean's office for final approval.

PAF's. Dr. Hamilton reminded the chairs to be thorough and accurate when filling out PAF's. He stressed the importance of using sequence numbers in the Reason for Appointment space of the form, particularly for part time and visiting faculty.

Purchase Orders. Dr. Hamilton asked the chairs to always make a clear and understandable statement on the Justification of Purchase line of the purchase order. And, if items are for "student research," state that, and not just "research."

Departmental Letters of Appointment. The process of the chairs generating letters of appointment was discussed briefly. Dr. Hamilton stressed that there should be copies of the letters on file in the dean's office.

General Science Degree. Dr. Addison addressed the need of a committee being formed to review the general science degree. It is Dr. Addison's opinion that the degree should be more focused. It was agreed that Dr. Addison would chair the committee with a faculty member from each lab science department on it. The review will be undertaken during the Fall semester.

Athletic Absences. An example of a letter asking for excused absences for an athletic social event was handed out and Dr. Addison pointed out conflicts with concurrent lab course enrollment. Dr. Buchanan decided that he would take the problem to the Council of Deans.

Electronic Courses. Dr. Addison asked the chairs to consider the policies of accepting electronic courses. Dr. Buchanan suggested that the college handle this internally.

Chairs Reports.

Biology. Dr. Runge spoke about the ongoing searches for the positions in the department. He felt that decisions about two of the searches would be made by Wednesday.

Computer Science. Dr. Hu announced presentations by three Computer Science students at upcoming conferences.

Math. Dr. Garimella reported that the Masters of Applied Mathematics was approved by the board and will now go to the state level for review and approval.

Physics. Dr. Addison announced that Dr. Debra Burris will attend the Institute for Nuclear Theory program this summer at the University of Washington.

Dr. Hamilton confirmed that Dr. Mary Lidstrom has accepted the offer of being the first Burgess lecturer. She will be on campus April 18th and will give a seminar x-period. There will

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Minutes of Chairs Council Meeting – March 6, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, March 6, 2006. All chairs were present except for Dr. Addison. Dr. Hamilton, Associate Dean, was also absent.

- 1. Technology needs for next year.** Dr. Buchanan informed the chairs that their lists of technology needs for next year is due by the end of this week. The lists are to be sent to the Dean's office and will be forwarded to the Provost office. He stressed that the hardware, as well as software, for classroom use should be listed separately from faculty use. The cost of license should be included.
- 2. Revisit guidelines for promotion and tenure.** Dr. Buchanan discussed the need for the guidelines for promotion and tenure to be covered right away with a new tenure track faculty member. This should include the description of what is contained in the portfolio. Both chairs and candidates should be very familiar with the guidelines. A copy of these guidelines must be sent to the Dean's office for approval. The Dean's office will send a copy to the Provost office.

Dr. Buchanan urged the chairs to send the paperwork to the Dean's office for ads for visiting faculty immediately. He stressed that the ad should say contingent upon enrollment.

Chair Reports.

Biology. Dr. Runge announced that the Biology department has hired Dr. J. D. Swanson for the Developmental position and Dr. Ben Rowley for the Immunology position. He also mentioned the successful Girl Scout Science Workshop that was held recently on campus.

Computer Science. Dr. Hu reported that Dr. Duan was awarded the Best Paper Award at a recent conference, that the Student Computer Science Club presented a programming contest this past Saturday, and the department had hosted a successful conference at Brewer-Hegeman.

Math. Dr. Garimella pointed out that the Math department will participate in the ACTM contest Saturday, March 11th.

Chemistry. Dr. Taylor passed.

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Minutes of Chairs Council Meeting – April 24, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, April 24, 2006. All chairs were present.

- 1. Equity and merit recommendations across the college.** Dr. Buchanan explained that while the chairs did not necessarily have to follow the recommendations of the equity committee, they will need to state the reason for their recommendations. The recommendations must be turned into the Dean's office by noon, Tuesday, May 2nd. Drs. Buchanan and Hamilton will meet Tuesday afternoon to review department chair recommendations. The College's input must be received in the Provost's office by the close of business Thursday, May 4th. Dr. Buchanan reminded the chairs that 2/3's of the faculty is the maximum that may receive merit raises. Dr. Hamilton asked each chair to discuss their cases for equity recommendations and they did so.
- 2. Service contracts.** Dr. Hamilton asked the chairs to review their service contracts, and discussion followed about possibly covering some from lab fee funds in the future.
- 3. Environmental and safety issues.** Dr. Hamilton stated that an annual inspection is now required, and suggested that this should occur in the summer.
- 4. End of year software requests and equipment needs for FY 2006-2007.** Dr. Buchanan and Hamilton asked the chairs to send a list of needs to the Dean's office. It was pointed out that several of the chairs have already sent their lists. The requests need to be in the Dean's office by the end of next week.
- 5. Graduation.** Dr. Runge volunteered to lead the undergraduates in the Spring graduation, May 6th. The ceremony for CNSM is at 2 p.m.

In closing Dr. Hamilton discussed the issue of safety phones in Lewis Science Center and asked Drs. Runge and Addison to decide on three locations. They are to let Jean Kearns know about the locations within the next ten days. The chairs were reminded that there will be another CoC meeting next Monday, May 1st. The meeting will be in MCST 115. Dr. Willie Hardin, Mr. Paul I q .ocstr3i. T. T i3(.) JTJ ET 0 0 (l03 -0.2 (Je(he. T) 0.2 /TT1 1 T (T) 0.2[(ano)0.2 t)

Mathematics. Dr. Garimella announced that three Math majors were recognized at the University of Arkansas MAA sectional meeting in Fayetteville March 31 –

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Minutes of Chairs Council Meeting – June 26, 2006

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Minutes of Chairs Council Meeting – July 10, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, July 10, 2006. All chairs were present except for Dr. Taylor. Dr. Desrochers represented the Chemistry department.

1. **Agenda for CNSM retreat.** Dean Seidman reiterated the need for the chairs to provide potential agenda items for the retreat.
2. **High priority items.** Dean Seidman emphasized that the following items were subjects to be covered with Provost Esteban at their weekly meeting.
 - a. **CNSM computer technician.** All chairs agreed that, because of the specialized needs of the college, having our own technician is a top priority. Dr. Hu stated that he would like a technician exclusively for the Computer Science department. The possibility of a technician and a half was discussed.
 - b. **Start up funds.** Dean Seidman, Dr. Hamilton and the chairs agreed that the administration must support and honor the commitment for start up funds for new faculty if we are to remain competitive.
 - c. **Regularization of GA allocations.** There was a lengthy discussion of ways to improve the procedure for funding GA positions.
3. **Faculty needs.**
 - a. **Replacement of anticipated retirements.** Dr. Hamilton asked each chair who was retiring in his department. A discussion of replacements and emergency hires followed.
 - b. **New positions.** The effect of limited space on future staffing requests for the College was discussed at length.
4. **Facilities and space.** The various impacts of having little or no space available for offices and labs in the College was discussed.
5. **Library budgets.** Information on the 2006 monographs and periodicals budgets for all CNSM units was distributed. The dean's office will pursue getting additional funding to support Math and Computer Science.
6. **Associate Dean position.** Dean Seidman announced his intention to conduct an internal search for Associate Dean to replace Dr. Hamilton when he retires in June 2007.
7. **Resignation.** Dr. Griffith's intention to resign as ACMSE Director was announced, and the interim leadership and goals were briefly discussed.
8. **ASMSA tour and lunch.** Dr. Janet Hugo, the new director of the residential science high school in Hot Springs, will visit CNSM July 28th. Chairs are asked to tour her group through our facilities starting at about 10:00 a.m., followed by lunch in MCST 113 with all CNSM administrators.

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Minutes of Chairs Council Meeting – August 30, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Wednesday, August 30, 2006. All chairs were present.

1. **Budget situation and issues.**

Dean Seidman referred to President Hardin's recent address. Dean Seidman stated that it was his understanding that \$100,000 summer money has been committed to travel.

2. **Status of staffing requests.**

Dean Seidman indicated that Dr. Estaban has requested \$1.6 million for this purpose.

3. **Issues relating to concurrent HS enrollment.**

Dr. Runge reported that he has recently met with Dean Bradford and discussed the problems arising from policies concerning concurrent HS enrollment. Dr. Runge intimated that Dean Bradford was receptive to ideas to improve the situation. A discussion followed among the chairs proposing solutions to some of the problems. Dr. Garimella suggested that we reduce the burden on College Algebra. Dr. Taylor noted that he was comfortable with the instructors as long as the courses counted only as general education credit and that AP classes only count for college credit.

4. **Visiting speakers.**

Burgess lecturer.

Dr. Hamilton will send an email soliciting nominations in the Medical/Biomedical field. The nominations should be individuals of national and/or international stature. It was agreed that the com

possibly shift to something internal.

10. Promotion and tenure.

Departments should add "CNSM expects 3 to 5 external letters" to their promotion guidelines.

It was decided that the same agenda would be adopted beginning Fall 2007.

11. Plans to fill associate dean position.

Dean Seidman asserted that he would prefer an internal search. The chairs agreed that by February the departments will need to make adjustments if the new associate dean comes from a department.

12. Plans for M.S in science education.

Drs. Taylor, Runge and Addison will meet in the near future with Dr. Bland to lay out the time line. Dean Seidman recommended that a faculty member from the College of Education be included.

13. Podcasting of lectures.

Forthcoming Apple presentations (9/12)

More information will follow.

14. Honors College issues.

Will be discussed at a later CoC meeting.

15. Status of computational science institute proposal.

The status of the proposal was discussed.

16. Observance of university business hours in department offices.

Dean Seidman emphasized that there must be a strict observance of business hours (from 8:00 a.m. until 4:30 p.m.) in all the departmental offices. If, on occasion, no one can be in the office phones should be forwarded to another department or to the Dean's office. A sign should be put on the office door telling when the chair and/or staff will return. Please tell the department to which the phones are being forwarded when you expect to return. Leaving offices (and phones) unmanned seems to be more of a problem recently and one that the Dean's office would like to

responsibilities of Faculty Research Associates.

f. Dr. Hamilton handed out guidance that the Dr. Toll, the former dean, had compiled of items that should be included in the syllabi. Dr. Addison pointed out that this now available on the Provost's web site.

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Minutes of Chairs Council Meeting – September 11, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, September 11, 2006. All chairs were present.

1. **Approval of minutes.**
The previous minutes were approved with minor modifications.
- 2.

presentations September 11

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Minutes of Chairs Council Meeting – September 25, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, September 25, 2006. All chairs were present except for Dr. Garimella. Dr. Siefert represented the Math department.

Chairs' Reports.

Biology.

Dr. Runge reported that UCA will host the 2006/7 Arkansas Envirothon November 19th and 20th. Dr. Marc Hirrel, chair of the Envirothon Host Committee, wrote the successful proposal. Dr. Barbara Clancy and students, James Hyde and Brandon Kersh, have recently had a paper published in Neuroinformatics. Drs. Reid and Ginny Adams and student Brooks Moyer have made two presentations in North American Native Fishes and one presentation in

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Biology.

Dr. Runge proudly reported that the Biology department won the second place ribbon at the majors fair. Dr. Mi-Seon Seong has been awarded her Ph.D from Texas A&M. Mr. Jerry Mimms is on the cover of the current UCA Magazine. The story of Mr. Mimms' participation with the public school project involving the construction of a whale is featured in the magazine. Since Dr. Clancy gave her platform presentation at the International Toxicology Conference she has received over 2000 hits from all over the world on her website. Dr. Barbara Finlay from Cornell University spoke at a seminar during x-period October 11th.

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A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, November 20, 2006. All chairs were present except for Dr. Runge.

1. Dr. Hamilton pointed out that learning Banner is an ongoing process on campus. He asked that, as people learn new things about the system, they share their knowledge with other faculty and staff. He also offered another Banner introduction session for faculty and staff, if requested.
2. Dean Seidman opened a discussion about the necessity of Faculty Absence Reports.

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Minutes of Chairs Council Meeting – December 4, 2006

A meeting of the Chairs' Council of the College of Natural Sciences and Mathematics was held Monday, December 4, 2006. All chairs were present. Dr. Don Culwell, Dr. Steve Butcher, Ms. Berdie Eubank and Ms. Christi Bertram were guests.

1. The guests from the Advising Center were introduced. It was announced that Dr. Steve Butcher will be taking over as CNSM's representative in the Advising Center when Dr. Don Culwell retires in May. Ms. Eubank opened the discussion by approaching the problem of overlapping labs in Biology and Chemistry. A lengthy discourse followed. After the discussion the guests excused themselves.
2. Dean Seidman asked the chairs' opinions about the use of different clickers.
3. Copies of a paper that Dean Seidman had received at the last COD titled Comments on UCA Time Capsule was handed out to all members of the meeting.

offer a faculty workshop for programming skills during the summer II term.

Biology:

Dr. Runge announced that Biology student Paige Henry received third place at the INBRE Conference in Fayetteville. The department hosted the State Envirothon meeting November 19th and 20th. The event was deemed a success and UCA hopes to host the meeting again next