

COLLEGE OF NATURAL SCIENCE and MATHEMATICS

Minutes of Council of Chairs Retreat – August 8, 2016

A meeting of the Council of Chairs of the College of Natural Sciences and Mathematics was held on Monday, August 8, 2016. Stephen Addison presided, members present: Ginny Adams, Jeff Allender, Bernard Chen, Pat Desrochers, Ramesh Garimella, Uma Garimella, Brent Hill, and Carl Frederickson. Guests: Provost Steven Runge, Berdie Eubank, and Tracy McGarrity.

Agenda Items:

- Future Facility Needs
 - Dean Addison led a discussion on the future facility needs for the CNSM. The Conway Corporation Center for Science should be finished by September 9th, at least on paper, but will be ready for Spring 2017 classes to start. Work on the colonnade will take 6 weeks to complete once CCCS has been turned over to us and renovations of Lewis Science Center should start sometime after the colonnade is complete.
 - Ramesh Garimella said the Math Department needs more office and lab space to accommodate new programs and growth levels. Discussion followed on the possibility of moving the Computer Science Department into a new building so Mathematics could expand into the third floor of their building.
 - Bernard Chen said that Computer Science is growing rapidly and will need twice the space as they currently occupy. Currently UCA is the #2 producer of Computer Science graduates in the state and the development of a Computer Engineering program will make the number of graduates larger. Discussion followed on the idea of a new engineering facility that would allow both Computer Science and Physics to expand and develop new programs.
 - Jeff Allender expressed the need for dedicated classroom and lab space for the Geography department especially as they continue to expand their lab based course offerings. The GIS program is expanding rapidly and needs to have a dedicated computer lab space for students. Discussion followed on the possibility of utilizing the computer lab in Lewis Science Center to help meet the current need.
 - Pat Desrochers said that the Chemistry department needs more research space and that we are currently turning people away due to lack of space. In order to meet ACS guidelines, there is a need for at least one more lab space so lab sizes can be reduced to 24. The current stockroom is inadequate and needs to be updated.
 - Uma Garimella asked that the STEM Institute be relocated closer to Computer Science.
- 2 Year Schedules
 - Dean Addison distributed a spreadsheet with all the course offerings within the college for the next two years and asked chairs to review for potential course conflicts and ways to work around them. The Dean emphasized the need to get courses into Banner so students can plan ahead and be aware of courses that are only offered in alternating years.
 - Discussion followed on issues related to contract students needing in courses that are closed especially when they sign up late for classes. Making signed contracts available via the pool drive or Google drive or having a list of students still on contract generated and distributed to all the departments would allow for better planning to meet the needs of these students.

- Provost Runge led a round-table discussion with the Department Chairs to address any issues or concerns facing the CNSM.
 - Dean Addison led a discussion on the future facility needs for the CNSM and the importance of finishing the renovations on Lewis Science Center. Provost Runge assured Chairs that the renovation remains a priority and that the administration is continually working to raise funds to finish the project.
 - There was general concern over sensitive documents such as hiring paperwork being transmitted via campus mail causing delays in the paperwork being processed as well as being lost. Provost Runge reported that UCA is moving to an electronic PAF system that should help to keep track of paperwork as well as limit the amount of paper being moved between offices, which should help to alleviate this issue.
 - Provost Runge led a discussion on the changing role of Sponsored Programs and the current search for Beryline Temples' replacement.
 - Chairs discussed need for more communication in regards to changes in policy that affect our college especially areas like student travel, distribution and use of research funds, and support services such as Sponsored Programs and Finance.
 - Provost Runge reported that the Faculty Load Taskforce is in place and that the committee should be charged in late August or early September.
 - Discussion on concurrent enrollment for thesis course in the summer. There is concern over faculty not being compensated in the summer while their students are continuing to work on thesis projects and papers.
 - Discussion on issues getting the new logo sized so we can order shirts for recruiting and other special CNSM events. The current approved logo is 4.5 inches wide and 3 inches tall, which will not fit nicely on a polo shirt. Provost Runge said he would take up the issue with Russ Hancock.
 - Provost Runge led a discussion on the importance of recruiting and the current focus of recruiting transfer students. A list of UCA Transfer Days was distributed and the Provost asks that our college send a representative to each of these events. Discussion followed on focusing on recruiting efforts in the Memphis/West Memphis and Dallas areas.
 - Provost Runge led a discussion on the current marketing strategy – Go Here, Go Anywhere. While this campaign stresses the successes of our students wherever they go from UCA, there is a need to develop a stronger job market in Arkansas by developing stronger relationships with both existing and new businesses that will allow our students to stay in Arkansas after they graduate.
- Grant Opportunities: Dean Addison distributed information on some grant opportunities that are available. He stressed the importance of applying for these grants and the high prospect of being awarded.
 - Howard Hughes Medical Institute (HHMI) - Inclusive Excellence: Engaging all students in science. This grant is designed to help universities engage all undergraduate students in science and is for \$1 million over five years. Dean Addison would be the primary investigator and has already submitted our letter of intent to submit a pre-proposal by the end of December. He would like to establish a committee to help write the proposal.
 - National Institute of General Medical Sciences – Initiative for Maximizing Student Development (IMSD). This is a NIH grant designed to increase minority student involvement in STEM. There is not a budget limit and the NIH is willing to help us write the proposal. Currently the only award in the state is at UAMS.
 - Discussion followed on other grant opportunities such as CSCI Education, NSF STEP Program, NSF S-STEM Program, Noyce, and Communicating Science to the Public (PBS). We need to find ways to get all our departments involved in developing programs that set us apart so we can

get funded. Dean Addison recommends utilizing the STEM Institute to help develop new programs. We should also find ways to make the programs we have self-supporting without excluding or dissuading students from attending those programs.

- Recruiting and Retention: Dean Addison led a discussion on the importance of recruiting in order to continue the growth of our programs.
 - Berdie Eubank is coordinating the events for our college and went over the different kinds of events, (UCA in Your Town, ARACRO, Transfer Days), that will be held this year and asks that Chairs review the list of events and sign up for the ones they could attend. She also asks that Chairs email her if they know of any specific areas where we need to recruit so she can work with admissions on getting an event in that area. The goal is to have at least one CNSM representative at every recruiting event this year and to have several representatives at the Faulkner County College Fair on September 28th.
 - Discussion followed on other ways we can recruit new students: Invite perspective students to campus to shadow a current student or go out to lunch, visit schools to do demonstrations or teach a specific topic, summer programs, or attend the Boy Scout STEM Camp. Dean Addison asks that Chairs let Tracy McGarrity, in the Dean's Office, know if they are interested in any of these events and to send her the names of any UCA alumni that are teaching in the state so we can reach out to them to help with our recruiting efforts.
 - Dean Addison has been working with DeShauna Tucker to develop a student ambassador program for the CNSM. The student ambassadors will work with us at recruiting events and Bear Facts Days and will help to strengthen the relationship between students and faculty.
- Fundraising
 - Dean Addison recently met with Kale Gober, Vice President for Institutional Advancement regarding fundraising issues for the CNSM. Dr. Gober is currently setting up guidelines and goals to hire two new development officers, one of which will be dedicated to the CNSM and our fundraising and marketing efforts. Discussion followed on possible funding sources and the need to develop better alumni relations that could lead to potential fundraising opportunities. There is also a need to learn how write better proposals and what kinds of funds we can request from a funding source.
- Dean Addison led a discussion on general issues facing the CNSM:
 - The issue of undergraduate student travel has been resolved and undergraduate students can now drive other students on official business and be reimbursed for their expenses.
 - There was discussion on limiting the number of Science Nights during the semester and possibly doing one big event on campus in the spring. We would need to set up an organizing committee to work on this project.
 - The Faculty Senate is doing a study on faculty workloads.
- Dean Addison led a discussion on planning needs for the CNSM and asked Chairs to let him know what topics they would like covered at the beginning of the year faculty meeting on August 17th
 - Pat Desrochers announced that Faith Yarberry will be taking over Chalk Talks and that he is trying to set a date for Posters at the Capitol next February.
 - Ramesh Garimella announced that the Math Department has a new degree in Data Science and asked Chairs to have any interested students contact him for more information.

Other Items

- Dean Addison reported that Terry Johnson replaced Audie Alumbaugh in the STEMteach program. He recommends that calls regarding the program be sent to Michelle Buchanan, Terry Johnson, Jerry Mimms, Mark Bland, or Jimmy Fetterly.
- Dean Addison announced that the Active Directory initiative has been postponed. He will invite Chris Davis to attend a future Council of Chairs meeting to discuss issues related to this initiative and our college.
- Dean Addison led a discussion on the HLC's faculty qualification requirements.
- Carl Frederickson distributed a report on the Noyce Scholarship program and asked that Chairs promote this to their students in order to generate more interest in the program.

Chair Reports

- None