

**Agenda and Minutes of of College of Sciences Leadership meeting
February 9, 2010**

- 1) Old Business: Status of Lab Coordinator? **Osterhout is handling job description**
Phone Tree (Gil, Kelly, John, Tim)
ESCI degree proposal? Writing itself? **Dean Monroe is working on this**
[Responsible Conduct of Research Training](#) (Amaris handling)
Restore COMM2301 class to CORE **Information item to restore**
- SPOL Update: All department-level loaded, but not all approved. **Yes, I know this is being repeated.**
- College Objectives:
- A) Develop a Comprehensive Program of Assessment of Progress on SLOs and schedule a college assessment workshop where Department Heads and other people involved in the assessment process will identify common themes and modified language on objectives to improve consistency among departments thereby creating a unified scheme of measurement.
 - B) Perform an immediate (AY09-10) assessment of science core curriculum classes with respect to the Coordinating Board Exemplary Educational Outcomes and the newly-delivered ASU Mission and Goals statement with cross-referencing to the newly-published ASU Student Learning Outcomes.
 - C) Support programs designed to identify and recruit first generation and other underrepresented populations in the sciences and mathematics.
 - D) Initiate specific first year experiences (FYE) for students planning to major in the sciences or mathematics. Place particular emphasis on the holistic nature of a liberal arts education supporting their otherwise mostly-technical aspirations.
 - Department [Checklist](#)
 - College [Checklist](#)
- 2) Schedule CoS Assessment Workshops for this spring. **Kelly will host on March 12th at 12:30 in Junell VIP Room. Grady will pay for faculty luncheon.**
- 3) Discussion of [Report on Fall 2009 USTD](#) Sections and planning for Fall 2010. **Kelly reported that there was little evidence pro or con regarding the first cadre of students. Grady suggests we pay for UCCP instructors with regular workload credit.**
- 4) Updates on Service Faculty searches (Kelly and John) for A&P + CHEM 1407.
- 5) Major changes to several faculty-related policies. Make sure your P&T candidates get themselves updated.
- 6) Discussion of new college advising plans (see attachments).
- 7) Action Items:
- Before March 5th: Work with Paul to ensure optimized classroom scheduling.
 - If you don't already have a 4-year schedule published on webpage, please do so.
 - See old *Homework Assignment* on next page.....Is this done?

College of Sciences
Fall 2009 Leadership Homework Assignment

Now:

- 1) Select 2 or 3 of your objectives for immediate action.
- 2) Set the completion date as December 8, 2009.
- 3) Fill in the “Tasks” and “Assessment Measures” sections.
 - a. Pay attention to the “Budget” tab. You cannot blame *lack of funding* if you leave the budget at \$0.
- 4) When complete, call a faculty meeting to discuss your charge and their responsibility.
- 5) Solicit or assign an assessment team leader.

December 8, 2009:

- 1) For the objectives you selected above:
 - a. Fill in the “Results” and “Use of Results” sections.
 - i. If achieved, “What evidence supports that conclusion?”
 - ii. If not achieved, “Why wasn’t it achieved? What do you need to achieve it?”
 - iii. Be sure to fill in the “Budget” tab as appropriate.
- 2) Analysis of first round activities:
 - a. For each objective, match it to your mission and to one or more –
 - i. Programmatic goals
 - ii. College Goals
 - iii. Institutional Goals
 - iv. Coordinating Board *Exemplary Educational Outcomes*
 - b. What do these results mean in terms of achieving the goals above?

MAJOR BUG IN THE SYSTEM: No one else is notified when an objective is rejected. Nor is any reason or suggestion required. Do all of you with rejected items have reasons from Limbaugh?

Background on ASU Advising Initiative

Edict from Limbaugh to hire professional advisors in each college. CoS compromise was the creation of an Advising Coordinator with primary outreach responsibilities. Gayla will monitor all student records and ensure that each CoS major has an assigned major advisor. She (and Grady) will continue to advise undeclared science majors. New ASU Initiative will do away with UNDECLARED and make them Pre-Declared instead. All students will have to declare a major by end of their freshman year (30 hours).

Primary Student Success Duties:

- Academic Advising in the College of Sciences is handled by individual faculty who are strongly attached to this professional responsibility.
- Advising for “undeclared” students leaning towards STEM careers.
- Monitor all semester GPA’s and notify appropriate advisors when a student drops below 2.0 for a semester GPA.
- Monitor progress of students on readmission contracts including oversight to ensure that they are enrolled in the classes they have been advised into.
- Meeting with individual students to assist with academic paperwork including declaration or changing of majors, long-term class scheduling, and prerequisite performance.
- Monitor degree requirements and assist students in preparing and filing graduation checklists.

Primary Outreach Duties:

- Assist ASU departments with administrative paperwork, extramural funding and coordination of outreach and recruitment activities.
- Serve as institutional contact between area high schools and ASU science departments.
- Assist with coordination of *Regional Science Fair*.
- Assist with coordination of annual *Science Days* events for area 4th graders. This will include follow-up assistance with participating public school teachers.
- Assist with *Barnyard Days* (approximately 1,000 2nd graders attend each year).
- Assist with Creating and coordinating *Food Science Workshop* (currently planning).
- Assist with coordination of *JAMP Program* (administrative/recruiting assistance).
- Assist with Computer Science Programming Contest (currently planning).
- Assist with coordination of *SPUURS Summer Camp*.
- Assist with Chemistry Show programs for high school students.
- Assist with annual *Physics on the Road* outreach trips to regional middle schools.
- Assist with *Expanding Your Horizons* (Girl Scouts) program.