

Minutes
Executive Committee Meeting
College of Natural and Agricultural Sciences
2:00 p.m. – 1222 Pierce Hall
October 8, 2003 – 1st Meeting

Present: Richard Redak, Chair, Ernest Martinez (Biochemistry), Darleen Demason for E. Bray (Botany and Plant Sciences), Jeffrey Bachant (Cell Biology & Neuroscience), Mark Midland (Chemistry), Michael McKibben (Earth Sciences), Ken Baerenklau (Environmental Sciences), Bruce Chalmers, (Mathematics), Kenneth Barish (Physics), Jim Adaskaveg (Plant Pathology), Gary W. Scott, ex officio

Absent: Derek Roff (Biology), L. Owen-Schaub (Biomedical Sciences), Timothy Paine (Entomology), Edward Platzer (Nematology), Chris Robertson (Statistics), Carol Lovatt, Chair, Biological Sciences, Steven Angle, ex officio, Linda Walling, ex officio, Yat-Sun Poon, ex officio, Donald Cooksey, ex officio

Prior meeting June 3, 2003

1. The Chair asked the committee members to introduce themselves and then encouraged the members to review the Academic Senate Bylaws for the CNAS Executive Committee.
2. The minutes of June 3, 2003 were approved as written.
3. Conflict of Interest Statement – A motion was moved and seconded to keep the conflict of interest statement as written. Motion was approved unanimously.

4. Announcements by Gary W. Scott, Associate Dean

Information was distributed to the committee regarding new student enrollment trends in lower division courses. This Fall there are no Biomedical Sciences majors in the College. Last year there were 186 students in Biomedical Sciences. People interested in Biomedical Sciences apparently have enrolled in Biological Sciences, Biology, and Biochemistry. Enrollment in Biological Sciences is up over 200 more students this year than last year. Biochemistry and Biology also had significant increases in freshman majors this Fall. As of October 1st, CNAS has 1309 enrolled freshman; we will have final numbers at the end of next week which is the 3rd week. This is the largest freshman entering class we've ever had in the College. The breakdown of the other Colleges were broken down by College, CEN 368 and CHASS 2222. CEN has been declining over the last three years and CHASS has continued to climb.

The administration is now trying to steer a course onto enrollment management. We are accepting no new undergraduate applications for the Winter or Spring quarter of 2004. This is a UC wide policy. Chances are we won't be accepting any mid-year admits at the undergraduate level next year either. For next year's entering class there will be a strict adherence to application deadlines. No late applications for either freshman or transfer level will be accepted. Additionally, there will be no provisional admissions next year. In the past, students have been admitted provisionally assuming they would make up whatever deficiencies they had in the time between admission and when they entered in the Fall. Many students attended summer session to complete the provisions of admission. Of the approximate 3900 new freshman, if you add up the three college numbers that are coming this Fall, a little over 500 of them were admitted by provision. There will also be no referral pool for next year. In the past students that have applied to other campuses and have not applied to Riverside and did not get into any other campus, are put into a referral pool. UCR and UCSC have traditionally taken that pool and made offers of admissions to students. We typically get a couple hundred students from that pool.

Enrollment in Lower Division Courses. The Freshman courses CHEM 1A/1HA/1W, MATH 3 and MATH 5 are completely full with the exception of MATH 9A. PHYS 2A is also full. PHYS 2A is a sophomore course and with an increase in the freshman class this year that means for next year Physics will need to determine whether to offer additional sections of 2A. This Fall there were 50–100 students that were turned away.

5. Course Approvals

Math 112 – change – prerequisites. Motion was moved and seconded to approve. Motion passed unanimously.

6. Freshman Seminars – Winter 2004 – There were no seminars for consideration. The freshman Discovery Seminars are run out of Bob Heath's Office. He is the Interim Director of the Office of Undergraduate Education. The freshman seminars go through Heath's office and then he has it tentatively set up that the Chairs of the Executive Committee of the Colleges will review these freshman seminars. Rick Redak agreed to the procedure as long as the Executive Committee agrees. It was brought up that the Courses Committee has been left out of the approval process. What kind of input does the Executive Committee want on the approval of these freshman seminars? The Chairs of the Executive Committee have told Bob Heath that (1) they have no guidelines and (2) there is a very poorly worded reason for these seminars. It was suggested that Darleen DeMason as Chair of the Committee on Courses send Bob Heath an e-mail asking if it would be appropriate for the Committee on Courses to review the freshman seminars.

7. Michael McKibben was named as Chair of Subcommittee for Course Approvals. Jim Adaskaveg and Tim Paine also agreed to serve on the committee.

Courses will be approved via CRAMS. The members of the subcommittee were asked to review on line and put comments in the CHAT ROOM. Courses will only be copied and distributed to the committee if someone has questions regarding the course. The Chair invited the entire committee to view the courses on line and make appropriate comments.

8. Jim Adaskaveg was named as Vice Chair for the CNAS Executive Committee.

9. Ken Baerenklau was named as Chair for the Honors and Scholarship Committee.

10. The meeting schedule for AY 2003-2004 was distributed to the committee. The Chair asked the committee members that they send a substitute from their department if they cannot attend a specific meeting.

11. Last year Bob Beaver sent letters to all CNAS faculty/instructors that taught freshman seminars asking about their experience with these courses. The responses were distributed to the committee. Rick Redak will forward the comments to Bob Heath. A suggestion was made that the subcommittee on course approval could look at the freshman seminars, the committee agreed.

12. Business - Last year there was a discussion about grade submission through Blackboard through the Registrar. Chuck Rowley had a meeting with representatives from across campus. They are going forward with this and will pilot it this year to have it up and going on a test basis for Spring 2004. If you are using Blackboard for your classes to maintain your grades, basically you can send your grades to the Registrar through Blackboard and/or can send your grades in on an excel sheet so you won't have to fill out the grade sheets. They do not yet have a good way to handle the extension students. Chuck Rowley said that he should have a working version by Spring and will be available to everyone the beginning or middle of the next academic year.

Rick Redak has been invited to attend the Enrollment Management retreat on October 24, 2003 at the Extension Center. If there are any issues the Executive Committee wants raised, please e-mail Rick Redak.

Gary Scott asked the Committee for input on how we should be controlling our majors. A number of years ago we used to get more transfer students in our college. The reason our transfer numbers dropped was because we instituted selection criteria. The minimum GPA to transfer from a community college is 2.5 with 90 or more units completed. Several years ago the college raised the bar to 2.7. Also, there are 4 majors (Biochemistry, Biology, Biological Sciences and Chemistry) in the college that require certain curricula be completed before students transfer to UCR. Each of these majors require three full sequences from a selection of five. The sequences they choose are dependent on the major. Selection criteria are not going into affect for next Fall, but eventually they will. A legitimate topic of conversation at this retreat is (1) what kind of selection criteria are we interested in instituting at the freshman level and (2) should we allow undeclared students at the transfer level? Please forward your comments to Rick Redak and Gary Scott prior to October 24th.

Meeting adjourned at 3:04 p.m.
Recording Secretary, Sue Stracener