

RPTA Department Meeting

Time and Place

Date: Tuesday, January 14, 2014

Time: 11:10 -12:00, Rm. 11 - 210

Attendees

Goldenberg, Greenwood, J., Hendricks, Mackenzie, Schwab, Korth

Agenda Items

Item	Presenter	Status	Agenda Item / Discussion Topic
1.	Bill	New	<p>CAFES Management Meeting</p> <ul style="list-style-type: none">• New/modified recruitment procedures – must submit RECRUITMENT PLAN (RP) for each new hire. Committee info should also be submitted.• Committees should consist of someone from another department/college depending on the position. (Outside representative).• Any currently active recruitments should proceed but work to follow the steps sent in the Best Practices email 1/15/14 (Michele forwarded from Lisa)• Budget – college getting 19.5 m this year, same as last year. Will be final February 1st.• Admissions: RPTA down 44 students this year (249 FTF, 71 Transfer)• Curriculum discussions: college will begin reviewing packets soon. All should be turned in by the end of the quarter. RPTA targeting end of quarter to get to college. Michele to schedule times to meet.<ul style="list-style-type: none">○ Encouraged to incorporate online classes; evaluate what's holding students back; how to encourage throughput; identify classes with overlap (other classes on campus); identify classes not meeting demand- Next week, CRM (demand engineering consultants) will be on campus – faculty and staff will be receiving a survey in preparation
2.	Keri	Continuing	<p>ALS Teaching update – number of attendees? Rooms booked at Asilomar?</p> <ul style="list-style-type: none">• Keri waiting to hear back
3.	Brian, All	New	<p>Recap first candidate visit</p> <ul style="list-style-type: none">• Make sure to have reasons/support to justify candidate position/feedback
4.	Brian	New	<p>Prep for next candidate</p>

Item	Presenter	Status	Agenda Item / Discussion Topic
			<ul style="list-style-type: none"> • Susan moved to 10-111 • Dinner remain at Luna Red
5.	Bill, Jerusha, Michele	New	Winter 2014 Supervisions <ul style="list-style-type: none"> - Future, forms should be submitted to department office and will be distributed to faculty
6.	Bill, Jerusha	New	Setting up curriculum/assessment meetings for the quarter <ul style="list-style-type: none"> - Michele putting time on calendars
7.	Michele	New	Welcome Carlye Parker to the office! Hours: MW 11am – 3pm F 11am – 1pm
8.	Bill, Jerusha, Dianne	New	Advising <ul style="list-style-type: none"> - This is Blake’s last quarter; if anyone has ideas for a student to replace him, talk with Dianne - RPTA students will soon be distributed to “new” faculty advisors. Focus on assisting with concentration forms, career planning. Some form of training or resource will be provided. Everyone will have 60-65 advisees (except Bill)
9.	Bill	New	Center Concept <ul style="list-style-type: none"> - Do not share information – confidential. If anyone is interested in pursuing position as Director of Coastal Resource Institute, talk with Bill about opportunity ASAP.
10.	Michele	New	Dean’s Office needs 3-4 student nominations for the upcoming road show with the President <ul style="list-style-type: none"> o Bill sent
11.			Other items? -Assignable research space tour: anyone able to attend? When: January 17, 2014 at 2:00pm (it should take about an hour) Where: meet at the Building 52 breezeway that faces toward the Baker Center for Science and Math (near rooms D1 and D48) -SLOCAPRA Meeting Reminder – this Friday in Morro Bay! – anyone able to attend? (refer to email from Bill 1/13/14) -ASI Master Planning for University Union Facilities – anyone able to attend (refer to email from Bill 1/13/14)

	Pending (In Process) Items	Person Responsible	Due date
1.	Set up meetings with Chairs (For Keri and Susan)	All	Ongoing
2.	Office relocation – should be complete (need to update Portal with office locations)		Ongoing

3.	RFP for Crandall gym – something to consider if you have ideas for use of this space	All	TBD
4.	ALS Teaching Institute update (Feb 25, 26, 27) – ideas to market RPTA and giveaways	All	Ongoing
5.	Visit CA Outlook Forum (Pasadena, Feb 5 & 6)	All	
6.	CPRS – Hotel reservations made (March 5 th and 6 th)		