



**Arts & Sciences Chairs Meeting**  
**Tuesday, March 8, 2022**  
**9:00-10:30 via Zoom**  
**Meeting Minutes**

**In Attendance:** Colleen Delaney, Blake Gillespie, Liz King, Erich Fleming, Jose Alamillo, Christina Smith, Michael Soltys, Mary Adler, Sean Anderson, Stephen Clark, Sonsoles de Lacalle, Frank Barajas, Geoffrey Buhl, Dana Baker, Kimmy Kee-Rose, Sunghee Nam, Greg Wood, Vandana Kohli, Phil Hampton, Trina Darakjy, Marie Abara

**Absent:** Lynette Landry

**I. Approval of Meeting Minutes:**

Meeting minutes for February 22 will be distributed for approval at the next Chairs Meeting.

**II. Information Items**

*Freedom and Justice Studies:* Dean Kohli thanked Chair Delaney for agreeing to house the Freedom and Justice Studies minor in the Anthropology program.

*Humanities Liaison:* Kathleen Klompfen has agreed to serve as the Humanities Liaison. The liaison will communicate the value of the humanities to the community and encourage students to pursue degrees in the humanities.

*Mandated Reporting:* Dean Kohli announced that she learned faculty had been discouraging students from reporting Title IX complaints to the Title IX Office. She reminded Chairs that faculty are mandated reporters and are required to report such concerns. Chairs were asked to share this information with faculty in their programs.

*Mask Mandate:* Dean Kohli asked whether Chairs had any feedback regarding the recent announcement removing the campus mask mandate. Chairs indicated that they had heard concerns from faculty who had young children. They also expressed concern about how the removal of the mask mandate coincided with Spring Break. Dean Kohli encouraged Chairs to provide her with email updates on any concerns from faculty.

*Budget Requests:* Chairs were asked to submit a spending plan for any remaining funding in GD975 by the end of March to the dean's office. Any funding not committed by programs will be swept by the Dean's Office and used to fund school wide requests for high need projects. Dean Kohli reminded Chairs to send all one-time requests to AD Hampton. The Dean will use these requests to create a prioritize wish list for the school..

*Scheduling:* AD Hampton thanked Chairs who had submitted their schedules for Fall 2022 and asked the remaining programs to submit their schedules as soon as possible. He expressed appreciation for how the Chairs had worked independently on developing their schedules. Chairs were encouraged to model their schedules after Fall 2021 since new FTES targets had not been provided. They were asked to ensure that they meet lecturer entitlements as they assign classes to instructors. Chairs requested future training on scheduling and the use of the Two-Year Schedule Template.

*Enrollment Update:* Dean Kohli announced the campus had experienced a 14% lower enrollment than its funded target of 6135 FTES. The campus is hoping to achieve only a 12% reduced enrollment compared to its funded target in AY 22-23.

*Spotlight on Research and Faculty Excellence Awards:* AD Hampton announced that the Spotlight on Research Seed Grant application deadline was extended to align with the awards program. Applications for the Seed Grants and Faculty Excellence Awards are due by midnight Friday, April 1. He asked Chairs to encourage their faculty to apply for these programs and indicated an email reminder would be sent out. He announced that the Spotlight on Research Seed Grant panel presentation would be held from 1 – 3 PM on Friday, April 8, and that an email would be sent out to faculty about this event.

### **III. Discussion Items:**

*Chair Evaluation and Elections:* Dean Kohli shared that she would be following the Roles and Responsibilities of Chairs document mentioned in program bylaws for Chair evaluation. She indicated that a survey had been created by the Communication program that could be adapted by programs for evaluation of the Chair. Programs could also develop their own method for collecting input from faculty. She will arrange a meeting with each program in which a Chair election needs to be held. Program analysts/coordinators will be asked by the Dean's Office to follow the program bylaws regarding how Chair elections are to be conducted.

*Block Scheduling:* AD Hampton announced that a survey would be sent to incoming freshmen in May to inform their block schedules (e.g., DSP). He indicated that Colleen Forest presented a plan for placing students in courses not required by majors based on the classes being offered in Fall 2022. Information about this plan will be sent to the Deans for broader distribution. Training will be provided by the Registrar's Office to analysts/coordinators regarding how to create Learning Communities in PeopleSoft.

*Road Maps:* Dean Kohli encouraged programs to examine and refine their road maps. She indicated that the road maps signal to students the recommended pathway for how they should complete their degrees.

### **IV. Chairs' Items**

*Department Curriculum Review:* This item will become an announcement at the next Chairs meeting.

*Honors Convocation:* Chairs expressed concern that Honors Convocation was cancelled for Spring 2022.