



Arts & Sciences Chairs Meeting
Tuesday, April 5, 2022
9:00-10:30 via Zoom
Meeting Minutes

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

Absent: Sonsoles de Lacalle

I. Approval of Meeting Minutes:

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

II. Information Items

Updates on AD Search: Candidates for the Associate Dean Search will be visiting the campus from April 4 – 15 with an interview with Chairs first on the candidates' agenda.

Block Scheduling: Chairs provided mostly positive feedback on the Block Scheduling workshop but indicated that they had concerns about the survey to be sent to students. A PeopleSoft module will guide students through registration with course options based on their responses to the survey and the major's roadmap. It is not clear if all courses will be listed for GE categories and for the American Institution requirement. Chairs were encouraged to reach out to Colleen Forest regarding the courses that are included in their major's block schedule. The block schedules were distributed in an email from Colleen Forest on Friday, April 1.

Travel Policy: Dean Kohli announced that the Provost has developed a new travel policy for AA. The policy allows for up to two trips per year and a travel budget up to \$1500 for research and creative activities. Food expenses are excluded from the travel awards but conference fees, some local transportation, and travel are covered. Chairs indicated concern that lecturer professional development travel was not included in the policy. The Dean indicated that travel for lecturers will be funded albeit at a lesser amount. More to follow.

Enrollment Management Update: Dean Kohli announced that Hung Dang, AVP Enrollment Management, noted an improvement in the campus enrollment numbers. There are concerns, however, that the CSU system as a whole may have a lower enrollment. She announced that the Chancellor's Office is considering various options to

address this enrollment decline including requiring first year students to be in residence and scaling back on the number of on-line classes. Larger campuses might not be held to the 5% over/under FTES target and enrollments may be allowed to exceed targets. Dean Kohli indicated that there is interest from the CO in having summer enrollments being counted in annual FTES. These strategies do not appear to have been discussed at the provost level so it isn't clear whether or not they will be implemented. As far as summer schedules are concerned, Dean Kohli encouraged Chairs to develop equity policies regarding the assignment of summer/winter session, and EU courses. Chairs noted their concern about instructors for special summer programs being identified by the President's Office, as opposed to being selected by the Chair.

III. Discussion Items:

Budget: MAR Darakjy thanked Chairs for providing their GD975 spending plans and requests for funding. She noted that requests for reassigned time could not be funded because the funds had to be spent by the end of June. All expenses must be encumbered before the end of June. Chairs are asked to submit their general fund (GD901) spending plans by the end of April. She indicated that the new Director of Procurement, Francine Iqbal, has questioned why policies related to purchasing prohibited items using Procards have not been enforced. A meeting has been scheduled to discuss these policies with Procurement and Contract Services. Chairs expressed concern that the campus did not have a travel credit card that could be used on trips, especially IRA supported trips.

MAR Darakjy announced that some errors were noted in the AA instructional budget for 2022-23. A corrected version of the AY 22-23 instructional budget had not yet been provided. Chairs noted they had communicated with Kirk regarding errors in the calculation of tenure-density but had not heard back from him. Dean Kohli indicated that as soon as she receives the updated budget and targets for the School, she would distribute information about FTES and SFR targets to the departments. She noted that salary savings for faculty would be provided to the School in dollars despite the AY 22-23 budget's focus on WTUs. Chairs expressed concern about high SFR targets and indicated an interest in having a dialogue with the Dean's Office regarding which CSU's would be comparable campuses for use in setting SFR targets for departments. Dean Kohli welcomed this conversation as she has every year.

Chairs inquired about the recent call for new tenure-track lines and whether there was any update. Dean Kohli indicated that she had not received any information about the School's requests for new faculty lines.

Chairs asked for an "all-hands" meeting during the first week of summer or right after finals to discuss the campus culture, governing principles, and policies/ practices that they perceive do not support student success. Dean Kohli indicated that such an effort really needs to be led by the CFA or Academic Senate but indicated she would bring this concern on behalf of the Chairs. Chairs indicated an interest in creating opportunities for faculty to engage with each other in a positive way.

Dean Kohli asked Chairs to encourage their faculty, especially senior faculty, to submit materials for the School's newsletter.

Chairs indicated their disappointment about the elimination of an Honors ceremony to acknowledge outstanding students from each program. A discussion ensued regarding whether the School should hold an event to distribute program honors to students if the campus will not be holding such an event. More to follow on this item.

Road Maps: This item was deferred to the next Chairs meeting.

Freedom and Justice Studies (FJS): This item was deferred to the next Chairs meeting.