



**Arts & Sciences Chairs Meeting
January 24, 2023
9:00 – 10:30 am via Zoom
Meeting Minutes**

In attendance: Sean Anderson, Stacey Anderson, Dana Baker, Raquel Baker, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Stephen Clark, Trina Darakjy, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Lynette Landry, Jennie Luna, Jaime Matera (for Colleen Delaney), Marianne McGrath, Michael Soltys, Bryan Swig

Absent: Sonsoles de Lacalle, Greg Wood

I. Meeting Minutes

Meeting minutes for November 29 and December 6 were approved.

II. Information Items

Program reviews: Dean Kohli announced that the School has three Program Reviews (Global Studies, Political Science and Health Science) scheduled this during the Spring 2023 semester.

Program development: Dean Kohli advised Chairs to copy her when emailing AVP Neto to request units to support degree development. The following new programs and degrees are being developed within the School:

- Bachelors in Black Studies
- Bachelors in Forensic Science
- Bachelors in Cinema
- Minor in Sustainability
- Bachelors in Spanish/English Interpretation
- Elevated the Performing Arts emphases to become standalone majors
- M.A. in Psychology

Degree Dashboard Planner: Dean Kohli asked Chairs to encourage students to use the Degree Planner. AD Hampton will request additional training for the Chairs on the Degree Planner Dashboard.

Newsletter & Student Success: Dean Kohli requested that the next A&S Newsletter focus on the excellent work our students are doing as co-authors, poster presenters, peer ambassadors, performers, artists, and more.

Chair Elections: Dean Kohli acknowledged the following programs will hold Chair Elections in the Spring semester:

- Biology
- Computer Science
- English
- ESRM
- Geology
- Global Studies
- Math
- Performing Arts
- Political Science
- Psychology
- Sociology

Facilities update: LSO Swig provided the following facilities updates:

- The mountain lion was seen recently around campus, specifically around student housing. On February 6 campus police will host a guest speaker to discuss mountain lion safety and Chairs were asked to inform students about the speaker.
- A COVID booster clinic is occurring in Aliso 150.
- January 31 is e-waste recycling day, contact Greg Soup if you have any materials to be removed.
- There will be a large concrete pour in the student union courtyard on Friday, January 27 from 9:00 AM – 1:00 PM.
- A final quote for the snorkel for the AA in Aliso 231 has been submitted.

Lab Hazard Assessment for Spring: LSO Swig reminded Chairs that a lab space hazard assessment must take place in the Spring semester for all courses offered only in the Spring, for research labs that were inactive in the Fall and now active in the Spring, and any lab space not assessed last semester. He also reminded Chairs to have faculty conduct safety inspections of their research spaces by the end of the third week of the semester.

III. Discussion Items

Schedule and enrollment update: This topic was tabled.

Stateside Summer: Dean Kohli stated that Summer 2023 FTES will count toward the annual achieved stateside FTES. Summer is now the beginning point for the annual FTES targets and is the end of semester for having unmet lecturer entitlements from AY 22-23 achieved.

Dean Kohli asked the Chairs to consider a proposal to offer an associate professor an opportunity to gain summer semester scheduling experience. Chairs were asked to provide feedback at the January 31 meeting.

Hiring: Dean Kohli noted that programs will be required to provide exemption requests for new TTF lines while the Campus hiring chill is in effect.

Budget Advisory Group: This topic was tabled.

Cross-listed courses: This topic was tabled.

Office space: This topic was tabled.

IV. Chairs' Item

Assessment: Chair Baker noted concern about the return on investment and lack of respect for the time faculty will have to spend on assessment. Chair Baker advised caution about faculty workload issues arising from a lack of consideration for faculty time.

Budget Model: Chair Baker asked how new programs would be built through collaboration and coordination utilizing the new budget model which appears to foster competition for FTES. Chair Buhl noted that the budget model indicates a significant reduction in instructional resources for each program. Dean Kohli announced a January 31 Chairs Meeting to discuss the budget model and summer course offerings.