

Arts & Sciences Chairs Meeting
Tuesday, January 26, 2021
9:00-10:30 am, via Zoom
Meeting Minutes

In attendance: Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero, Jose Alamillo, Sean Anderson, Dana Baker, Frank Barajas, Geoff Buhl, Stephen Clark, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Kimmy Kee-Rose, Liz King, Lynette Landry, Brad Monsma, Christina Smith, Michael Soltys

I. Approval of Meeting Minutes

Meeting minutes were approved for December 15, 2020.

II. Information Items

Communication with Faculty

Dean Kohli welcomed Chairs to the first meeting of the spring 2021 semester and encouraged them to write a supportive letter of expectations to their faculty. This letter might include suggestions for maintaining regular communication with students, adhering to timely feedback and response to student assignments, and directing students to the Campus Access, Retention & Equity (CARE) Team or other campus resources as necessary. Dean Kohli asked Chairs to contact her if they want her to send the letter to the faculty directly. She informed the Chairs that she has written to all the faculty in the school who were in the RTP process this year to address concerns. Following the meeting, she will distribute a copy of the letter to Chairs.

Spring '21 CARE Team Meetings

As a A&S representative on the campus CARE Team, Chair Baker shared recent data on student referrals within the last few years, with faculty being identified for the first time as the leading source of referrals. She confirmed the continuing trend of juniors and seniors as comprising majority of cases and shared that specifically in the fall of 2020, there were a growing number of incidences involving academic dishonesty. Chair Baker offered to submit any reports for Chairs who reach out to her and would like assistance in doing so. PDF slides will be available with this information.

Campus Access/ Return to Research/ Working from Campus

AD Hampton shared an update for Chairs who had submitted requests for faculty Return to Research and for Working from Campus; these have been conditionally approved pending faculty submitting necessary COVID-19 training and documentation. The required training and documentation are outlined in a document provided by Environmental Health & Safety (EH&S) that was included in the email communication he sent to Chairs individually. Chairs were encouraged to reach out to AD Hampton if they would like him to follow-up with EH&S on the status of specific faculty members' requests.

The A&S Access Plan approach to accessing campus will continue to be implemented this semester. Faculty who wish to access their office for a short visit can do so during the times outlined on the A&S website or, if they need to access the campus outside of that window, they can email AD Hampton and request permission to go at an alternate time. All faculty should

complete the full COVID-19 training in addition to the one-page supplemental training (AdobeSign) developed by EH&S. If faculty already completed the training in Fall 2020, they only need to complete the supplemental training.

Regarding any spring face-to-face courses being offered on campus, Dean Kohli informed Chairs that any changes in the schedule should be communicated to her immediately. She also shared with the Council that faculty teaching face-to-face courses were sent a copy of the letter students received from the Division of Student Affairs, which informs them of the requirement to complete the COVID-19 safety training prior to any participation in face-to-face course activities.

Chair King asked about the process the campus uses to notify impacted faculty if a student enrolled in an in-person class reports they are COVID positive. Dean Kohli indicated that the campus has a process that they follow to communicate with affected individuals.

Proposed Fall 2021 IVO programming

AD Hampton reported that the Island View Orientation was discussed on January 8 at the University Orientation Committee Meeting. Each of the orientation sessions will be a one-day virtual registration events and will include an Advising & Registration Session. A decision was made to hold orientations on the following dates:

Freshmen:

- Non-STEM: June 15 & 22
- STEM: June 17 & 24

Transfer Students:

- Group #1: July 19 & 21
- Group #2: July 23 & 26
- Group #3: July 28 & 30

In all cases, students will be allowed to register prior to the orientation session. The Division of Student Affairs will soon be holding a townhall to solicit input and once the date has been set, AD Hampton will communicate this back to the group.

Small Classes

Dean Kohli shared that she received a report from the Provost on currently low-enrolled course sections in A&S. The Deans will continue to explore this issue with the Provost as we plan for fall. This year, A&S FTES and SFRs are not within target. Dean Kohli said this topic will also be covered in conversations with the Provost and AD.

Fall Planning

Dean Kohli advised Chairs to remain hopeful about a rosy budget scenario for the next fiscal year given the recent CO response to the Governor's budget. However, Dean Kohli added a cautionary word about the use of these funds to cover large shortfalls in the revenues of campus auxiliaries.

A question was raised about the status of a cost recovery plan to which the Dean replied that there are no current updates. Chairs were advised to spend any program funds still remaining in GD975.

Chairs also expressed their desire for better projections from Enrollment Management in order to best plan the class schedule for fall 2021; specifically, aggregate and pattern projections to make more informed decisions in anticipation of student need by class level.

Summer will be online.

Dean Kohli announced that Provost Avila will be attending the Chairs Council meeting on February 2, 2020. The group identified several areas of conversation they hope to discuss: fall planning, fall modality, enrollment projections, and faculty hiring.

Dean Kohli said it remains unknown at the Chancellor's Office level whether the CSU's hiring chill will prevent faculty searches from being conducted in the spring other than in critical areas.

III. Discussion Items

Academic Affairs Budget Advisory Council (AABAC) Update

Chair Anderson shared that there are no major updates to report at this time. The Council's next meeting will focus on budget planning and will be led by newly onboarded Provost Avila.

Chair Barajas requested an update on tenure-track and the three faculty cluster hires. Some Chairs on the cluster-hiring committee shared that there was some disagreement, initially, on the proposed staggered model. Chairs Barajas and Alamillo also shared the main issues identified by the group including the concern that faculty hires would not be supported with fulfilling their course loads, and the need for more collaboration with administration to determine the direction of the cluster hires. There is a certain level of strain currently being felt by faculty without input from campus leadership about the best practice for moving forward with the direction and model of hiring of these faculty.

It was also noted that faculty hiring needs to be within policies that have yet to be developed in the form of a faculty diversity hiring handbook. A suggestion was proposed that perhaps the campus can move forward with a minimal hiring policy while work continues on the handbook. The question of how to obtain approval on the handbook once developed was also raised. Dean Kohli reminded the Council that other CSU campuses have these materials in place and encouraged that they research some of these to identify desired guiding principles for inclusive hiring at CI.