

Arts & Sciences Chairs Meeting
Tuesday, October 2, 2018
9:00-10:30 am, Madera 2381

In Attendance: Simone Aloisio, Sean Anderson, Frank Barajas, Sean Carswell, Stephen Clark, Marie Francois, Ivona Grzegorzcyk, Sean Kelly, Lynette Landry, Luke Matjas, Nancy Mazingo, Jenn Perry, *Kent Porter, Beatrice de Oca, Christina Smith, Michael Soltys,

Dean's Office: Mary Adler, Chanda Cunningham-Spence, Vandana Kohli, Amanda Sanchez

I. Information Items:

Chair roles and responsibilities and new search process - Kohli asked to hold off on the feedback for the chair roles and search process until Kent Porter arrived. Chairs agreed.

Scott Frisch - Kohli addressed Scott Frisch's absence with the confirmation of him returning to campus as a faculty member in January.

Hiring lines – Kohli announced that 2 schools (including A&S) and the library have submitted hiring line requests. In addition, Oct. 8th is the projected date the Provost will announce the allocation of the lines. Discussion ensued; the concerns ranged from open lines from years past to hiring pay. Anderson mentioned a need for a Faculty Affairs update on faculty density to better aid the decision making process.

II. Discussion Items:

Interim Associate Dean Search and Job Description (handout) - Kohli asked for feedback via email on what may be missing from the position description. Kohli also mentioned there is a need to fill the interim Associate Dean position since Mary Adler is going back to her faculty position at the end of the Fall 18 semester. Kohli asked chairs who have someone in mind to please encourage them to apply. Simultaneously, a national search for a full time Associate Dean search will commence, and they will be projected to start in the fall 2019. Kohli also mentioned that the interim Dean would be encouraged to apply if they wanted to pursue the position.

Staffing – Kohli is still working on having a staffing plan but with the goal of have a staff person for each department. Kohli asked Chairs to help in moving forward the conversations. Kohli continues to work with the union to move this item forward.

New chairs elections evaluation process- Kohli asked about how and when chairs are evaluated. The Chairs explained that the evaluations occur in the last year of term and the process is inconsistently followed. Mazingo provided the policy number 09-02. Discussion ensued. There was a general tone that the current policy of being evaluated at the end of one's term was not effective. There was also mention that evaluations may not happen because there is a fear of

repercussion on the junior faculty. Kohli stated that she is going to follow the policy 09-02 unless told otherwise. Kohli also stated that the policy of elections should be included in program bylaws, aligned with senate policy. Kohli is going to think about this and evaluate on how to move forward. Lastly, Clark mentioned that Faculty Affairs has three new charges, and one of them is updating the policy on evaluation of chairs.

Chair Duties (handbook) – Porter explained the reason why the discussion came about; it was sparked based on a document's reference to the chairs handbook. He was not aware of this handbook, so there was a need to review the old document and make sure it is aligned with bylaws. Chairs requested an electronic version of Chairs roles and responsibilities. Chairs requested the evaluation process be removed from handbook since there was a new policy that is approved by the Academic Senate. There was also a suggestion to have the handbook be given to new chairs and mention that items should be done in conjunction with CBA. Discussion ensued. Suggestions ranged from more descriptive roles of technician and analyst to assigned time. Also there was a call to have indicators of when programs can shift from coordinators to chairs. In closing the Chairs are looking for a more comprehensive document overall, including adding how the chairs actually function (elected, job duties, RTP, and other responsibilities)

Feedback on scheduling process – Chairs agreed to do a two-year skeletal schedule, which would include projected courses but may or may not include time/day/faculty. Concurrently, Chairs raised concerns about workload being requested early, examples were enrollment based classes and reassign time that comes late from outside entities (internal or external). Chairs mentioned co-taught classes and class enrollment of double enrolled classes play a roll in workload. Concerns were raised about pay elevation ranges and scales not being accessible to chairs. Larger discussion asked for, regarding reassignment time. Extended conversation ensued about searches and interdisciplinarity.

More frequent meetings - twice a month- Kohli suggested 1st and 3rd and emphasizes the need to reserve time for chairs meetings. Some chairs expressed concerns about the number of meetings, and Kohli suggested that they be scheduled with the understanding that meetings could be adjusted depending on need.

III. Continued Items:

Formation and dissolution of departments (handout)

ProCards

IRA funding

Office student assistants update

Proposed deadlines for tasks from the chairs (approximate)

IV. Items from Chairs