

Arts & Sciences Chairs Meeting
Tuesday, October 6, 2020
8:30-10:00 am, via Zoom
Minutes

In attendance: Vandana Kohli, Chanda Cunningham-Spence, Stephanie Guerrero, Mary Adler, Liz King, Christina Smith, Frank Barajas, Sean Anderson, Kimmy Kee-Rose, Antonio Jiménez Jiménez, Andrea Grove, Geoff Buhl, Erich Fleming, Dana Baker, Colleen Delaney, Jose Alamillo, Lynette Landry

Absent: Michael Soltys, Sonsoles de Lacalle, Phil Hampton

I. Approval of Meeting Minutes

Meeting minutes approved from September 22, 2020 and September 29, 2020.

II. Information Items

GE Category D

Dean Kohli announced that the following Chairs Meeting scheduled on October 13, 2020 will be dedicated to a discussion of the impact of changes to Title V in Area D. All Chairs are welcome to attend this meeting, however, Kohli advised that speaking priority will be given to Chairs whose programs offer courses within GE Area D. In response to some concerns, Kohli presented an option to Chairs that if their total degree requirements are less than 120 units, then they have degrees of freedom to add a course that meets the learning outcomes of Area D. While this change may impact students' amount of free elective options, adding more offerings in category D helps address essential learning outcomes identified at the program level. Also attending this meeting will be guests Academic Senate Chair Greg Wood and GE Committee Chair Reha Kadakal.

IV. Chairs' Items

CSU Online

Chair Jimenez Jimenez inquired about offering courses through Cal State Online as a strategy to help increase enrollments. CSU Online courses have to be fully asynchronous in order to be offered virtually to students both internal and external to CI. Chairs asked whether courses offered through CSU Online with over 120 students enrolled would get extra teaching units, to which Dean Kohli said she would honor the allocation of additional WTUs.

Respondus Online Proctoring

Chairs raised concerns about the proctoring service Respondus and the form, which places responsibility on faculty to ensure that all students have a quiet space and appropriate technology. Several Chairs felt this to be an unrealistic expectation. Chairs spoke to faculty concerns about students taking examinations in a 'fair' and academically honest environment. As of right now, TLI has indicated that three programs on campus have expressed an interest in utilizing Respondus: Math, Chemistry (Chair Gillespie could not verify this), and Economics; however, concerns remain over the unrealistic expectation that faculty guarantee certain test-taking conditions.

In Class Observations

Chairs asked for clarification regarding the need to conduct peer observations if faculty have the option *not to include* observation materials in their individual portfolios. Dean Kohli stated that according to Academic Senate policy, faculty must undergo observations, but if approved, they do have the optional prerogative not to include this material in their Retention, Tenure & Promotion (RTP) portfolio. Dean Kohli also recommended that Chairs get faculty input and/or signatures on evaluation forms should they decide to change them. Shared governance at the department level will ensure a culture of inclusion; clarity of evaluation terms; and prevent any potential grievances resulting from misunderstandings. Chairs asked for guidance on best practices in the evaluation scenario of a one-year lecturer faculty that has decided not to include their observation materials, as this would leave very little material from which to evaluate. In response to this question, other Chairs shared that additional items can be placed in RTP files such as recorded instances of student compliments, complaints, etc. Dean Kohli asked that the Council revisit this conversation at a future date.

III. Discussion Items

Collective Vision Town Hall

Dean Kohli encouraged Chairs' and faculty attendance at the upcoming Town Hall, where we will roll out the Arts and Sciences 2025 Collective Vision, including recent work on graduation initiatives. The Town Hall is scheduled for Friday, October 16, 2020. She asked that Chairs emphasize this opportunity to their program faculty, including senior faculty, to come together as a school and invest in the vision moving forward. During this discussion, the Chairs agreed to invite new/junior faculty to a future meeting in early November.

Arts & Sciences Awards Program & Spotlight on Research

In hopes of identifying more concrete ways to reward faculty for their continued outstanding work, Dean Kohli asked Chairs for their feedback on the development of an awards program within Arts & Sciences. Three kinds of awards were proposed: service, scholarship/research activities, and teaching effectiveness. Dean Kohli said that she would set aside \$3,000 from the school's indirect funds for this initiative. A suggestion was made to provide small and more frequent recognitions of multiple individuals as a more effective way to increase faculty morale and provide due recognition. She asked that a Chair volunteer to lead a taskforce involving other faculty to develop guidelines and explore next steps.

In addition to placing more emphasis on recognizing faculty work, the Dean shared her hope of creating enhanced spotlight on research within Arts & Sciences. Kohli requested that Chairs think about these two initiatives since she will be looking for three Chair volunteers to lead this venture. The Council agreed to revisit these topics in two weeks for more discussion, development, and to identify volunteer leads.

At the meeting's close, Dean Kohli shared that she would like to discuss Annual Templates at the next meeting of the entire Chairs council. She will provide some templates used by other departments/campuses.