



School Of  
**ARTS &  
SCIENCES**  
C H A N N E L  
I S L A N D S

**Arts & Sciences Chairs Meeting**  
**November 15, 2022**  
**9:00 – 10:30 am via Zoom**  
**Meeting Minutes**

**In Attendance:** Mary Adler, Jose Alamillo, Sean 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, Marianne McGrath, Michael Soltys, Bryan Swig

**Absent:** Sonsoles de Lacalle, Greg Wood

**Guest:** Scott Perez

**I. Meeting Minutes**

Meeting minutes for October 4, October 18 and November 1 were approved.

**II. Information Items**

*Facilities Update:* LSO Swig noted that a water leak was discovered in Modoc 170 yesterday evening. He will assess potential damage and report back to the Dean and Chair Anderson. He also announced a high-wind warning is in effect until 7:00 PM this evening and asked Chairs to inform students to avoid walking under trees.

*Space Update:* LSO Swig asked Chairs to inform him of space issues, requests, and requirements. He will work closely with Mary Laurence, Manager of Academic Space Planning, and Chairs to identify potential office space for new hires. LSO Swig will issue an announcement in December or January with proposed space updates.

Chairs requested LSO Swig's assistance to prevent facilities maintenance and repairs from occurring during classes and performances. Chairs also asked for clarity on the protocols to reserve space in the Boating Center.

*Pivot RP:* Sponsored Programs Director Perez provided an overview of the Pivot RP database which will allow users the ability to search for potential funding opportunities and collaborators.

*Update from the Provost's Meeting (Commencement Ceremony Representative):* Dean Kohli shared the following updates:

- A campus level policy will be developed to facilitate the Chancellor's Office Credit for Prior Learning which allows students to earn credit for college-level skills and knowledge gained outside the classroom.
- The Provost supports the submitted degree proposals and plans to submit a memorandum indicating his priority preference for the proposals. Chair Adler announced that APPC will host a brown bag session tomorrow for faculty to discuss the process or share thoughts about the proposals.
- Interim AVP DeGraffenreid is developing an onboarding proposal to allow more time for onboarding faculty. Chairs provided the following feedback:
  - A multiple day onboarding schedule may be information overload for new faculty
  - New faculty require blocks of time to prepare syllabi
  - Programs also require onboarding and orientation time with new faculty
  - The onboarding process would benefit from having faculty retention sessions
  - The lecturer onboarding process needs improvement, specifically earlier access to email accounts and Canvas
- The Dean will take vacation the week of November 21.

*AAC Committee Update:* AD Hampton shared the following updates:

- Four searches are in progress:
  - Director of Extended University and Digital Learning, led by Assistant Vice President Hasendonckx, candidates are interviewing this week.
  - Director of Admissions, led by Assistant Vice Provost England, candidates will be on campus the week of November 29.
  - AVP of Enrollment Management and Marketing, led by Vice Provost Lavariega Monforti, candidates will be on campus December 9 and 12.
  - AVP of Faculty Affairs, Success, and Equity search will be led by Dean Kohli.
- Plans are underway for a robust Spring orientation schedule:
  - Wednesday, January 18, morning is reserved for the schools' Welcome Back events.
  - Wednesday, January 18, afternoon is reserved for programmatic meetings.
  - There will be workshops on January 19 related to assessment and accreditation and instructional budgeting for chairs and program coordinators.
  - Friday, January 20, morning is reserved for the President's event.
  - Friday, January 20, afternoon is reserved for a lecturers' meeting.
- A search continues for a Learning Community (LC) Coordinator. Marie Francois will support the role through the Spring semester. A subcommittee has been planning for Fall 2023 LCs and it will present a report in early December.

### **III. Discussion Items**

*Schedule:* AD Hampton confirmed that the 36 WTU provided by the Provost's Office were distributed to programs who requested additional WTU. There are currently an additional 24 WTU of which 12 WTU will go to Art and 3 WTU to second program. Chairs were asked to email Dean Kohli to request additional sections from the remaining 9 WTU.

Chair Buhl requested a more collaborative or centralized scheduling process in response to students experiencing scheduling conflicts due to multiple classes being offered at the same time.

*December 6 Chairs Meeting:* AD Hampton noted that the 12/13 Chairs Meeting will be rescheduled to December 6.