

Arts & Sciences Chairs Meeting
Tuesday, November 5, 2019
9:00-10:30 am, Madera 2381
Minutes

In attendance: Cindy Wyels, Chanda Cunningham-Spence, Stephanie Guerrero, Sean Kelly, Mary Adler, Liz King, Christina Smith, Blake Gillespie, Nancy Mazingo, Lynette Landry, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jimenez Jimenez, Michael Soltys, Sonsoles de Lacalle

Absent: Dennis Downey

I. Information Items

Student Research Posters

The Dean's office would like to take advantage of some of the currently un-utilized space in Madera by displaying student research posters in the second-floor space at the west end of the building. A Qualtrics link will be set up as a centralized location for Chairs and faculty to upload student posters that highlight the excellent work being done in their respective programs as well as showcasing the mentorship between students and faculty. Chairs are also welcome to drop off or send over previously printed posters they have on hand. A question was raised about the possibility of purchasing TV display monitors to install in Madera (similarly to those currently located in Sierra Hall) to which the Dean's office staff said they would look into the possibility of purchasing a monitor for the school.

Reassigned Time

Chairs were informed that the Provost's Office's form to enter in reassigned time has been reopened for submittal of additional requests. Additionally, the Dean's office has created a separate form for chairs to request additional reassigned time beyond what has already been allocated in the program budgets. Cindy clarified that the Dean's Office is unlikely to be able to grant all requests but wanted to ensure all programs had an equitable chance to submit requests. Chairs expressed confusion about things that are now classified as reassigned time that haven't been previously (team-taught sections, etc). Chanda clarified that the Provost's Office's process would be best titled "Additional Units and Reassigned Time." Uncertainty about whether the new method of entering reassigned time would accurately capture the value of team-teaching was mentioned; Chairs would like to see information that captures what departments are team-teaching, what they are being allocated for doing so, and how is the value being expressed?

Class Schedule

Spring schedules were sent back to Chairs after being costed out in the new template, which also includes information reflecting lecturer entitlements and tenure-track workloads. Chairs were reminded that they're expected to review schedules to see if any adjustments are necessary. Chanda also clarified that this template can be used for next year's schedule and offered to provide any support or assistance needed. The template has been created with the intention that it can be used as a tool to capture the entire year at once with all budgetary information included in one place.

Certify

Chanda informed Chairs that Certify now has multiple levels of approval possible which makes the travel booking and reimbursement process much more efficient. A link will be sent out with instructions on how to designate a delegate (program staff can assist with booking and review of account codes prior to submitting for approval). The provided link also contains general information about how to use the website, which checks against the current travel policy and includes the ability to upload receipts directly to the platform, speeding up the reimbursement process and reducing the amount of physical paperwork. Chairs asked about

whether Certify can also be utilized for student travel; Dean's office is currently unsure and will need to clarify whether students are able to use the service.

II. Discussion Items

Roadmaps

Chairs will be provided a link to review 4-Year Roadmap prototypes and provide any corrections if needed via email (Chairs asked to send edits to Daniel Martinez with a cc to Cindy). Once roadmap content is approved, a link will be provided for Chairs and/or program staff to include on program websites. Chairs were also informed that we will soon begin the process of ensuring all programs have two-year transfer roadmaps. Question was raised whether we will have roadmaps for certificate options, to which Cindy said we would like to focus on completing transfer roadmaps first and then move to certificates.

III. Chairs Items

Provost Travel Funds

Chair Mary Adler updated the group on information she received regarding the travel fund recently announced by Provost Say. The Provost Office staff informed her that the process should entail Travel Authorizations for tenured/tenure-track faculty being submitted first to the Program Chair and Dean for approval, then forwarded to the Provost as a request for funding. If approved, the funds would then be transferred into the respective department. Clarity around availability of and responsibility for funding for lecturer travel is needed.

CERF

Chair Beatrice de Oca raised a question about an upcoming CERF meeting and whether there would be any representation from the Dean's office in attendance. Additionally, a question was raised about what we are supposed to do regarding CERF funds after being told the accounts have been frozen?

Manzanita

Chair Nancy Mozingo inquired about current space in Manzanita and whether we can expect to lose any space once the building has been renovated? Associate Dean Wyels clarified that there are no plans of which she is aware about giving away any existing space; only the newly renovated area will be occupied by the MVS School of Business. As of right now, the school will acquire space in Sage Hall, with the incentive that anyone who moves into Sage will get first dibs on office space in Gateway Hall after construction is complete.