

Arts & Sciences Chairs Meeting
Tuesday, November 6, 2018
9:00-10:30 am, Madera 2381
Minutes

In Attendance: Simone Aloisio, Frank Barajas, Sean Carswell, Stephen Clark, Ivona Grzegorzcyk, Lynette Landry, Luke Matjas, Nancy Mazingo, Jenn Perry, Beatrice de Oca, Christina Smith

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

I. Approval of Meeting Minutes

Meeting minutes from September 4, 2018 approved.

Meeting minutes from October 2, 2018 approved.

Kohli asked the Chairs to distribute minutes to their program faculty.

II. Information Items

Roadmaps- Chairs asked for a uniform roadmap template that is accessible and easy to print. Luke Matjas agreed to work with the Associate Dean and IT. Discussion ensued. Luke and the Associate Dean will notify IT of the chairs' concerns about additional website issues. An update will be provided at the next meeting.

FIVO and TIVO- Dates were provided on a handout. Discussion ensued regarding dates and structure for faculty/chair presentations. The logistics need to accommodate student course modifications and faculty vacation time. These issues will be presented to the Orientation lead team and an update will be provided at the next meeting.

Pre-Registration – This summer was the first time the pre-registration happened during orientation and most students were pre-registered into Math and English courses and or two GE's. On average the student's unit load stayed the same. However, students went from 25% enrolled in the appropriate first year Math class last year to 78% enrolled this year, and from 48% enrolled in the appropriate English class last year to 69% enrolled this year. Therefore, the pre-registration helped to ensure that more students are taking their required first year courses in a timely manner. Chairs asked that advisors send a clear message to students that they are able to take classes in their major. Chairs were interested in exploring whether to expand the pre-registration to more classes. Discussion ensued.

Associate Dean Position Description sent to Donna Flores for posting to internal applicants.

Course fee modifications due this Friday (11/9/18) to Analyst.

Hiring – Chairs express concerns regarding some issues with faculty search process. Kohli will present a summary of the concerns to the Provost.

Provost Council Update – Chairs provided feedback on the Oct. 31 incident. Ideas/comments/criticisms included confusing directions; unclear if staff should remain; messaging was vague; traffic jam; securing the classroom; delayed response time; and the message lacked an emotional and caring tone.

Tenure density taskforce – Simone summarized that the taskforce is looking at factors that affect density such as funding priorities and reassigned time. Information will follow.

Sabbatical application - Kohli asked for guidelines on the impact on the department when a chair is in the pool of sabbatical applicants. This will give her a framework on how to address this issue when multiple applicants come across her desk. Discussion ensued.

III. Discussion Items

Women in Science - TABLED

Strategic Initiatives - TABLED

- What is our role
- How do we contribute
- How does this tie to funding

Curriculum/Programs - TABLED

IV. Chairs Items