

**Arts & Sciences Chairs Meeting**  
**Tuesday, February 18, 2020**  
**9:00-10:30 am, Madera 2381**  
**Minutes**

In attendance: Vandana Kohli, Cindy Wyels, Stephanie Guerrero, Chanda Cunningham-Spence, Sean Kelly, Mary Adler, Liz King, Christina Smith, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jiménez Jiménez, Lynette Landry, Sonsoles de Lacalle, Dennis Downey, Michael Soltys, Ivona Grzegorzczak, Nancy Mazingo, Blake Gillespie, Andrea Grove, Mayumi Kowta, Courtney Gross

Absent: Sonsoles de Lacalle

### **I. Approval of Meeting Minutes**

Meeting minutes approved from February 4, 2019 with amendment: “to which Chairs were informed that Mary Laurence is currently looking into potential software for the entire campus’s use in scheduling”.

### **II. Information Items**

#### *International Programs and Study Abroad*

Guests from the Center for International Affairs and the Study Abroad program visited to promote their offerings and clarify any questions Chairs may have about the process. Courtney Gross reviewed the three various offerings for study abroad: short-term travel (392 courses), semester, summer and winter programs, as well as a yearlong exchange. Upon students’ return to CI, staff in the International Programs office evaluate and take care of the credit-to-unit transfer for courses students took abroad. Courtney also informed Chairs of resources such as the CSU IP Academic Bulletin that is provided for each program and can assist faculty/students in determining which courses they should take while in various programs. Chairs asked how to tell whether a class is lower or upper division; Courtney informed them that this information can be found in the Academic Bulletin, and there is also some flexibility in which major advisors can determine if a lower division course abroad may count as an upper division course at CI. Chairs asked if there is an easy way to get information about course descriptions, as the Academic Planning form that students use to meet with their faculty advisors only lists course titles. In addition to the Academic Planning Form, students should also bring course descriptions and course details with them to meetings. Some of the course descriptions/details at various host universities are more accessible than others thus, she let Chairs know that they can refer students to her in order to assist with locating the information.

Andrea Grove and Mayumi Kowta also informed chairs about the Chancellor’s office recent push for students to go abroad during their sophomore year with the possibility of gaining GE credits abroad. Andrea also asked Chairs to refer any faculty interested in planning a 392 course to her; there is funding available to assist faculty with individual trips prior to the course in order to help them with the planning process. She also mentioned an organization World Strides that their office has partnered with to help faculty with logistical planning for travel. Andrea informed Chairs that there is a CIA Faculty Guide available for their use and shared good news

that good news that processes for faculty to pay for hotels, etc. have improved so that large payments no longer have to come from personal finances.

#### *Kohli Vacation*

Dean Kohli informed Chairs of her upcoming vacation dates in which she will be out of the office from March 23 until April 6.

#### *Fall '20 Schedules*

Associate Dean Wyels reminded Chairs that Fall 2020 schedules are due to the Dean's office by February 24; Chanda has already sent Chairs the scheduling template for their use. Cindy also informed Chairs that any special room requests should go directly to Mary Laurence.

#### *4-Year Roadmaps*

AD Wyels asked Chairs to provide a link for their 4-year Roadmaps directly on their program websites and to work with their faculty to include Milestones if they have not already done so.

#### *Creating Two-Year Transfer Roadmaps*

Chairs were informed that links to a Google spreadsheet will be distributed to each program individually for inputting information for two-year transfer roadmaps. As of now, no deadline has been set, but AD Wyels asked Chairs to try and get these completed roughly a month before the end of the semester so that the roadmaps will be ready for students by the end of the semester.

A question was asked about how to make changes to the existing Roadmaps; Chairs were told to email the Dean's office with any edits. An additional question was raised about the possibility of having Roadmaps for double majors, to which AD Wyels said that we can make this work. Chairs wishing to create roadmaps for double majors should contact AD Wyels.

### **III. Discussion Items**

#### *Faculty Hiring Process*

Chairs asked for clarification about how soon an offer is made to faculty candidates after final recommendations have been made. Dean Kohli clarified that she makes her informal offer as soon as the same day provided that all aspects of the formal DSC recommendation process have been completed. The formal process involving Faculty Affairs and the President's Office may take up to one month, with multiple factors affecting the timeline.

Chairs raised concerns about the lack of formal campus policy regarding faculty hiring practices. Dean Kohli asked Chairs to wait and see what progress is made by the end of semester. In the absence of any progress being made over the next couple of months, Dean Kohli asked Chairs whether they would be open to gathering in a small group over the summer to develop clarity and a formal process for the school. Chairs agreed that they would be willing to do so.

Chairs also expressed some confusion regarding their role when they are not an official member of the DSC. In a discussion, Chairs agreed that under these circumstances, the best practice is for DSCs to keep the department chair informed about the ongoing process. In addition, the

department chair should have a 1:1 meeting with every on campus candidate. The DSC deliberations are to remain confidential and confined to the members of the committee. The DSC should seek departmental feedback prior to sending names of finalists to the Dean. This pertains to candidates who come on to campus for an interview. Kohli also reminded Chairs that DSCs are required to complete and submit the provided template of strengths and weaknesses for each candidate interviewed on campus.

*Effective Departmental Strategies*

Chair Kiki Patsch of ESRM shared what she has done this semester in order to improve communication within the program and keep faculty better informed of what is happening on a regular basis. She presented the faculty Canvas page that has been created as a centralized location for document sharing, discussions, future planning, etc. Michael McGarry from the IT department assisted Kiki with creating the Canvas page and enrolling all ESRM faculty as well as their support coordinator and lab technician. The page has proved to be extremely effective and useful in saving time, reducing the amount of emails, and allowing all faculty in the program to feel like they are in the loop.

This discussion will continue next week.