

Arts & Sciences Chairs Meeting
Tuesday, February 19, 2019
9:00-10:30 am, Madera 2381
Minutes

I. Approval of Meeting Minutes

Minutes from February 4, 2019 approved.

II. Information Items

Health Science Chairs Search - Kohli announced that an offer had been extended and accepted for the Health Science chair. Kohli also acknowledged that Faculty Searches were underway in the following areas: 4 openings (CS/MEch,) 1 each (ESRM, Bio, English, Psy, Communication, Health Sci, Nursing).

Kohli noted that the Associate Deans' portfolios are still being configured but should be solidified by the fall. However, there are projects that they have taken the lead on.

Staff Searches - Chanda updated the chairs on three staff searches for Anthropology/Sociology and ESRM, Computer Science and Communication, Math/Physics. She mentioned that we had very strong candidates.

Post-Tenure Review and Lecturer Evaluation Dates (Handout) – Cindy provided a calendar of lecturer evaluation periods for chairs to review and keep.

Degree Planner (DP) - Cindy thanked Mary for her work on this in F'18, and stated that the following programs, comprising about half of our A&S programs, have completed the full process of going "live" with degree planners: Anth, Chem, Chicana/o Studies, English, Global Studies, Health Sci, Nursing, Poli Sci, Psych, and Soc. She informed the chairs that the goal is to have 90% live in a month and all completed by semester's end. Cindy is meeting with chairs for programs whose DPs aren't yet live to assess what is yet needed.

2 and 4-year Degree Road Maps – Continuing the work from fall semester; Cindy and Luke will work with Daniel Martinez to develop 2-year and 4-year degree completion road maps. The first set of road maps will be for those programs that have completed their DP. Kohli reminded chairs that road maps are designed to facilitate student retention and timely degree completion therefore road maps should include milestones and HIPs such as clubs, internships and undergraduate student research.

Pre-Registration (Handout) – Simone passed out the TIVO and FIVO schedules. Simone pointed out some area for the chairs to focus on. Simone stated the purpose of the pre-registration: per EO1110 to initially schedule students for two classes within writing and quantitative reasoning. Simone mentions that he is meeting with chairs one-on-one and

asked for them to think about two things: 1) a preference of a quantitative reasoning class, and 2) a choice of an alternate general education course. Kohli suggested to go to the dashboard to see what the students are taking. Discussion ensued. Suggestions and considerations ranged from courses needed to be admitted into graduate school, class times to avoid conflicts with preregistration classes. Enrollment is open to three or more classes of block scheduling in the future, but Enrollment Management would like to start with a smaller sample.

Budget committee – Sean Anderson gave his recap of the newly launched Academic Affairs Budget Advisory Committee. He stated there are 169 proposed budget request from across campus, all of which are targeted for review by March 8th. Sean mentioned that an email was sent 2/19/19 from Academic Affairs that provides more details. He mentioned some of the criteria for reviewing the proposals which include fit with Graduation Initiative 2025 and Strategic Plan. Sean mentioned this is a living document with plans to be revised at least every 2-3 years. The committee and document are to inform the Provost and help guide longer-term planning. A website will be launched to aid in transparency. There is also a class set up within Canvas open to all faculty, staff, and administrators who wish to join. Chairs and faculty are encouraged to enroll in both the course and the forum and to comment on particular elements/budget propositions. The goal of the committee is to be transparent and provide a platform to see if efforts and funds can be used more effectively and efficiently. Instructions for subscribing to the canvas page is on email, questions will be directed to Kirk England. Sean will provide regular updates.

III. Discussion Items

Strategic Planning – Kohli wants to develop a strategic plan for the school of A&S. She mentioned several reasons why it is important at this time; 1) need to align school priorities with those of the university strategic priorities (<https://www.csuci.edu/president/initiatives/>), 2) need to align with provost office 6-year budget planning process, 3) provide a forum to seek formal input in response to several faculty concerns about not being included in the vision of the school, 4) seek formal input from student, staff, and faculty from different ranks, e.g., T/TT and lectures to build maximum buy-in, 5) strategic prioritization facilitates the development of leadership and service opportunities for all, 6) increase awareness of strategic thinking in order to fulfill common goals, 7) prevent duplication of efforts in preparation for WSCUC review (previously WASC).

Kohli asked chairs to think about next steps, skeletal framework on how to move forward for planning as a school by next meeting. Discussion ensued. Suggestion to have a town hall to gain feedback. Another suggestion was to hold a Web based forum. Kohli mentioned that these are not mutually exclusive; possibly we could do both. Kohli stressed that it would be important for chairs to recruit faculty to provide feedback. Same should be done for students and staff and the process unfolds. She also asked the chairs about the planning structure: would it be an elected committee or another advisory council format. Discussion ensued. Concerns with planning on how a new

Provost might unravel the progress. Kohli wants the chairs to seek input prior to next meeting.

IV. Chairs Items

A suggestion was made to solicit information from each other regarding best practices for running a department, e.g., department meetings structure, # of meetings, minute taking, departmental operations etc. This will be a discussion item for the next meeting.

Handouts:

Pre-Registration Orientation Dates

PTR Lecturer Evaluations