

**Arts & Sciences Chairs Meeting**  
**Tuesday, February 23, 2021**  
**9:00-10:30 am, via Zoom**  
**Meeting Minutes**

In attendance: Jose Alamillo, Sean Anderson, Dana Baker, Frank Barajas, Geoff Buhl, Stephen Clark, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Kimmy Kee-Rose, Liz King, Brad Monsma, Christina Smith, Michael Soltys, Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero

Absent: Lynette Landry

Guests: Toni DeBoni, Cindy Derrico, Chelsee Bente, Holly Godden, Michael Gravagne, Joyce Spencer

**I. Information Items**

*Division of Student Affairs (DSA) Guests (DeBoni, Derrico, Bente, Godden, Gravagne)*

Interim VPSA DeBoni introduced the DSA staff who have spearheaded the development of a mechanism for campus reporting and response to student COVID-19 cases. Associate Director of Student Health Services Godden provided a detailed overview of the case management process as well as the steps being followed in communication with students. Non-residential students who do not have on-campus classes are referred to the campus CARE Team, while residential students or those in face-to-face courses who have tested positive or are suspected to have COVID will be contacted for an interview as well as contact tracing. Associate Dean of Students Bente also mentioned basic needs aspects that are being addressed such as students who have lost employment or family members, with outreach done by the Basic Needs Case Manager. Students have the option to decline this outreach; however, if it is a health concern surrounding a positive or suspected COVID infection, they do not have this option. AD Godden shared the COVID-19 informational form which initiates the case management process. AVP Derrico also mentioned that 75% of institutions are using the same database for reporting and her staff are open to suggestions on how the form may be improved for campus use.

Chair King asked for clarification on when they can expect to be informed if students in face-to-face sections in their program have tested positive. Chair King expressed concern that there have been previous cases that were unknown to the Chair and other students in the class who may have been in contact with the infected individual. Concerns around space are also a large factor in Chairs' safety concerns, as labs/studios are often shared by more than one section. AVP Derrico stated that students may inform their faculty of a COVID case but did not report it to the campus. The contact tracing process has evolved over time and is only initiated if the student meets the CDC definition for close contact (current definition states there must be two students less than six feet apart for a time period of fifteen minutes or greater). Associate Dean of Students Bente acknowledged that there needs to be a mechanism in place for informing faculty, although this is complicated when navigating FERPA and HIPAA guidelines. Her office is currently working through the nuances to make sure necessary parties are informed while remaining in compliance with FERPA/HIPAA.

Chairs asked for a sense of what the pattern of case volume and reporting has been as they remain concerned specifically about face-to-face offerings. Associate Dean of Students Bente gave an anecdotal report that the campus has followed national trends in regards to the level of student and staff reported cases.

*Joyce Spencer, Director of Environmental Health & Safety (EH&S)*

Director of EH&S Spencer thanked Dean Kohli for her leadership in highlighting the importance of an inclusive approach to bringing awareness about concerns and questions surrounding the process for contact tracing, building closures and cleanings, as well as the notification process in general. She stated that the campus has developed a broad notification process which will include a campus global email to inform the campus if there has been a workplace exposure and that notification will include as many details as allowed. While regulations prevent any identifying information being disclosed, the notification will include dates and locations as well as information regarding building closures for cleaning, which involves an approximately a 48-hour window for disinfection.

Additionally, Director Spencer shared the contact tracing process document which provides a better understanding of risk and when an individual may be contacted as a result of potential exposure. The campus webpage is currently being revised to include this information and the campus community will be informed once it has been updated. Director Spencer also indicated to Chairs that individuals are welcome to submit their own report if a student notified them of their being COVID positive, and if the faculty member wanted to talk with EH&S about possible exposures.

Director Spencer indicated that the campus goal of 75% repopulation continues to be explored in close collaboration with AVP Kirk England, Facilities, and Chief of Police Morris. According to current Ventura County guidelines, the campus is looking at only 50% capacity per space including social distancing, if the county transitions to yellow or red tiers. CA Department of Public Health will be issuing information specific to higher education institutions in early March, which will also affect the planning process for repopulation.

### **III. Discussion Items**

#### *Schedule Development*

AD Hampton thanked Chairs for their proposed summer schedules which have been submitted to Extended University. He also reminded the group to provide their fall 2021 schedules utilizing the 2-year template that has been distributed.

### **IV. Chairs' Items**

Chair Barajas posed questions regarding how departmental FTES and what control departments have over the achievement, what strategies Chairs should follow in adjusting course caps to achieve SFR targets, and how to budget for sections with a given NTTF budget. Dean Kohli addressed these questions and indicated that FTES are allocated to A&S by the Provost's Office and are then distributed to individual departments. She noted that A&S still does not have a FTES and SFR target for AY 21-22. Chairs are asked to base their Fall 2021 schedule on AY 20-21 FTES and SFR targets and NTTF funding. SFR targets were established for individual

departments using a mathematical model. Dean Kohli indicated a willingness to bring back “Best Practices” as a running agenda item for Chairs to have conversations with their peers.

Dean Kohli asked Chairs to consider whether they could envision a new faculty line attached to the development of a potential new program. She asked Chairs to contact her if they were interested in such an opportunity. In response to a question from Chair Baker regarding Spring faculty searches, she indicated that if those searches are not approved for Spring that they could be conducted in the Fall.