

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

I. Approval of Meeting Minutes

Minutes from November 6, 2018 approved.

Minutes from December 4, 2018 approved.

II. Information Items

Kohli noted that chairs should distribute the meeting minutes to their faculty.

Kohli also mentioned that there will be two chairs' meeting per month happening every two weeks moving forward.

Kohli introduced Interim Associate Deans, Dr. Simone Aloisio and Dr. Cindy Wyels. She also introduced the new interim chairs, Dr. Blake Gillespie, Chemistry; Dr. Jim Meriwether, History and CHS; Dr. Colleen Delaney, Sociology and Anthropology, and welcomed Dr. Kiki Patsch, representing ESRM on behalf of Chair Sean Anderson

Update on Budget- Kohli has compiled the budgets from the chairs and will share them with Kirk England on Monday, 2/11/19.

Provost/ Chairs' Training - Interim Provost, Dr. Elizabeth Say attended the meeting. The Provost's goal for the next 18 months will be to carve a path to facilitate an easy transition for the next incoming Provost. The Provost mentioned she would bring a facilitator from the Council of Colleges of Arts & Sciences (CCAS) for a chairs' professional development workshop, focused on leadership. The training is planned for two days and will be held on campus. Some topics include how to deal with difficult people and working with your dean. There will be time for reflection on challenges with fellow chairs. The Chairs were asked to hold the last two days of the academic spring semester for the workshop. The Dean will not be present: the workshop will only include the facilitator and the chairs.

Safety Training (Chanda) – Chanda is working with a list provided by Environmental Health & Safety (EH&S) to facilitate larger group trainings for Chemical Hygiene and Lab Safety. Any faculty member or staff member working in a lab and or doing research in labs needs to complete this training. Discussion ensued and Chairs suggested that EH&S work closer with faculty and staff about the workshops that will be developed. Also, Anthropology would like to be included in the training list.

Independent study/research units – Kohli wanted to understand how the independent study units fit into the curriculum. Conversation ensued; chairs gave examples of how the units have been used in their respective programs. Examples ranged from faculty engaging with students on research and received 3 WTUs for independent study/research every semester; to faculty engaging with nine or more students in research units/ independent study for no compensation. Independent study is used in some programs to help students make progress towards graduation when a required course is not available or is low enrolled as well as for clinical and other supervisions. Another example reflected paying a lecturer for independent study to cover a required class that was low enrolled. Kohli was seeking information to make sure that, moving forward, workload “overload” units would not carry forward without prior Dean’s written approval, as per past practice. Per a CFA grievance, Kohli states we cannot carry over the overload of S-factor courses to the following semester. Documentation regarding CFA grievance and resulting Coded Memorandum were requested.

III. Discussion Items

Scheduling – Schedules are due to Chanda & Kohli by 2/22/19; special room requests to Mary Laurence by 3/15/19. The aspiration is to move towards a rolling two-year model. For now, Fall ’19 schedules by 2/22/19 are acceptable if that is all that is available. We do not have FTES targets at this point but chairs were advised to plan for a maximum 3% increase in student enrollment. Chairs requested flexibility when opening and closing classes just prior to the semester.

Summer Schedules – Cindy reminded chairs to submit summer schedules to her by 2/11/18.

Chair to serve on Budget advisory committee – Kohli was requested by the Provost to appoint a chair from A&S to serve on the Budget Advisory Committee. (One chair from each school was requested.) Kohli suggested Dr. Sean Anderson to the chairs and asked for comments. Suggestion was made to ensure the person appointed acts as a representative of all the chairs.

Program Office Space (Cindy) – Cindy collected information on behalf of Academic Affairs: items were received from all and sent on. Requests compiled. If departments were having trouble finding office space for faculty, they were advised to notify Kohli and Cindy. Kohli mentioned the need to make sure space is allocated for the incoming faculty. Kohli asked for a consensus on a request for a modular lab, as she would like to add that in the A&S budget request. Another suggestion came in for a computer lab space, which increased the request to two-three modulars. Other comments included a need for a collective conversation about using our resources; this conversation will build off the work done in F’18 in chairs’ meetings to ensure all understand the strategic initiatives and priorities.

IV. Chairs Items

A chair posed questions on the origins of the curriculum for a 2+2 program in partnership with Cypress University Partnership. Kohli noted that the email came from Extended University; upon review, it appeared the only two programs CI and Cypress University share were Psychology and Computer Science.