

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

I. Approval of Meeting Minutes

Minutes from February 19, 2019 – Approved, as amended: “...Chairs were hesitant and expressed planning fatigue. The reason behind the planning fatigue is due to being ignored in previous planning processes. Even though there are apprehensions ...”

II. Information Items

Kent Porter (AVP Faculty Affairs) attended the meeting to listen to chairs’ concerns and raise the issue of lecturers not signing their contracts in a timely manner. There are still unsigned contracts as of week 5. Reasons for disconnect included staff (FA and departmental) not available after 5 pm and lecturers not willing to walk to FA to sign. Chairs recommended using electronic signature gathering through DocuSign. Chairs brought the following issue to Kent: faculty that teach one semester annually lose their access to campus systems (e.g., email, Canvas), with little to no warning. Faculty Affairs will look into working with IT to retain access for those regularly teaching one semester annually. Kent indicated FA will use other means to communicate with lecturers who have connectivity issues if chairs identify these lecturers to FA and share contact information.

III. Discussion Items

Strategic Planning

Continuing the discussion from the previous meeting, Kohli asked how we should proceed with strategic planning. The chairs agreed to create a group comprised of A&S volunteer faculty. This group, called the Vision Survey Development Team will be responsible for identifying broad categories to be included on a survey that will be distributed to the entire A&S faculty for input. The survey findings will be distributed to the chairs’ council for further discussion.

Other ideas and suggestions regarding how to proceed with strategic planning included open forums to ensure all voices can be heard, and bringing in a 3rd party mediator. Two chairs brought feedback from their department faculty and indicated that planning fatigue is a potential obstacle to a successful planning process. Chairs discussed methods to increase buy-in and participation such as acknowledging participation as important service; emphasizing the importance of incorporating input from all faculty (regardless of rank and classification); considering tactics along with strategies and sharing early progress widely; and communicating that “absence of a strategy is a strategy.” Buy-in also stems from the fact that an A&S Strategic Plan with clearly identified goals will help prioritize resource allocations (we know we need more faculty and more space - clarify who and what).

Strategic Initiatives Proposal Process

Kohli explained the difference between the Academic Affairs 6-year Budget Planning Process and the Strategic Initiatives Proposal Process. The SI proposals are not to augment the regular budget. Instead, they will be funded from one-time money set aside for implementing strategic initiatives. The idea is to develop proposals from Arts and Sciences and the other entities in the Division of Academic Affairs.

Funds for Strategic Initiatives started with \$1m; half were used for the first set of initiatives. Funded A&S proposals will allow us to garner outside funds to forward A&S School priorities. Following discussion, chairs identified four proposals: 1) Student Research and Creative Activities (Sean K, Beatrice, Ivona, Luke), 2) Computer Labs -- mobile carts for non-computer rooms (Sean A.), 3) Closing the Achievement Gap (Blake, Sean A., Nancy, AD's Simone, Cindy), 4) Testing Center (Ivona). Kohli provided the chairs one more week to seek information from the faculty.

Proposals are due April 23rd at 5pm. Dean's office will compile and present them to the provost to become part of a divisional ask. Please use the template sent by the provost and forwarded from Dean Kohli on 2/22/19 and add a narrative. Chairs should continue the conversation with one another.

Chairs Best Practices - Postponed due to time constraints

IV. Chairs Items

Handout:

Pre-Registration for Incoming First-Year Students (introduced as a reference for faculty when advising first-year students into possible Quantitative Reasoning courses)