

**Arts & Sciences Chairs Meeting**  
**Tuesday, April 16, 2019**  
**9:00-10:30 am, Madera 2381**  
**Minutes**

In attendance: Sean Anderson, Blake Gillespie, Christina Smith, Beatrice de Oca, Jim Meriwether, Colleen Delaney, Sean Kelly, Lynette Landry, Ivona Grzegorcyk, Luke Matjas, Stephen Clark, Nancy Mazingo, Simone Aloisio, Cindy Wyels, Stephanie Guerrero

Absent: Dean Kohli, Sean Carswell, Michael Soltys, Chanda Cunningham-Spence

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

Minutes from April 2, 2019 – Approved w/ minor correction regarding Research proposal group

### **II. Information Items**

Lecturers' Town Halls: Cindy reminded Chairs that Arts and Sciences will host two networking sessions for lecturers to show appreciation, provide an opportunity to network with colleagues, and receive and offer feedback. These sessions will be on 4/18/19, 1:30 to 3pm, Broome 1756 and 4/19/19, noon to 1:30pm, Broome 1756. Food will be served.

Tenure-Line Hiring Requests (Criteria): Cindy reported on criteria for tenure-line hiring request. Chairs raised questions regarding a deadline for submission, the format and length desired. Associate Deans stated that submission deadline is currently unknown.

Low Enrolled Courses:

Simone reported on a message from the Provost regarding system-wide norms for low enrolled courses (see attached email sent to chairs by Arts and Sciences on 4/16). Chairs questioned how strictly these guidelines will be enforced and what justification will be needed for courses to continue if low enrolled. Chairs noted potential limitations, stating that they are not in agreement with graduation initiatives.

Simone reported on guidelines for enrollment for Summer Session courses (see attached email from Dean of Extended University forwarded to chairs by Arts and Sciences on 4/9). Report on memo from Extended Education and threshold of 15 students to run a course. Chairs expressed concern about this limit. Clarification requested from Chairs about when classes will be canceled and expressed a concern that classes not be cancelled prior to students receiving their S'19 grades (and thus potentially being made aware they need to repeat a course in the summer). Chairs also noted that enrollment for cross-listed classes needs to take the cross-listing into account.

### **III. Discussion Items**

Two-Year Transfer and Four-Year Roadmaps: Handouts provided for sample milestones roadmaps. Cindy updated chairs on initiative: Luke and Mary worked with Daniel Martinez and Ryan Garcia last fall to create better roadmaps for CI webpages. Now ready to have programs enter their info via a Qualtrics link; (chairs may delegate to input to staff within program areas). Chairs should consult with

program faculty to develop potential milestones for what they hope students will accomplish. Chairs expressed confusion as to how this differs from the current degree planners; Luke explained that this concept was to have roadmaps aimed more towards prospective students considering a program at CI and what their journey would potentially look like or include; degree planners more geared toward current students; roadmaps have been made to be aesthetically pleasing and ADA compliant. Chairs expressed hesitation about getting roadmaps completed by the end of the semester as requested.

Degree Planners -- Approvals for 2019 and Beyond: Associate Deans asked if the chairs would like to approve any potential changes made to degree planners by Enrollment, to which chairs agreed in unison that they would like to review any changes prior to their being made.

#### Strategic Initiatives Proposals

Draft Strategic Initiative proposal on Closing the Achievement Gaps provided to the Chairs; requested that feedback be provided prior to submission deadline of 4/23/19. Discussion about the proposal ensued regarding which classes might be offered, what the potential impact might be, and what the cost of running these sections might be.

At the request of chairs, Sean K. and Beatrice D. had volunteered to examine a possible Strategic Initiative proposal related to research. They concluded, and chairs agreed, that at this time A&S does not need its own proposal related to research. There was some feedback on campus wide strategic initiatives related to research given by chairs. Sean K. agreed to solicit feedback from chairs on Strategic Initiative proposals related to research made through the Student Research group.

#### IV. Chairs Items

Question raised by Chair about timeline for decision making in regards to tenure-line hiring requests; Associate Dean stated this is currently unknown. Chairs expressed concern regarding the timeliness of decisions being announced; in the past they have not been made early enough to be able to advertise during summer so that searches can begin as soon as possible in the fall. Suggestion made by Chair to invite the new Director of Faculty Affairs to an upcoming chair meeting.

Chair requested future topic of discussion surrounding ongoing issues with student fee allocations being distributed to the programs.

Additional request placed by Chair for some sort of message archiving in order to have centralized location and easy access to important emails and announcements (perhaps in Dropbox).

Faculty Experience with DASS (C. Smith) – Postponed due to time constraints

#### **Handout:**

Sample Milestones for 2-Year and 4-Year Roadmaps

Draft Strategic Initiatives proposal “Closing the Achievement Gaps”