

**Arts & Sciences Chairs Meeting**  
**Tuesday, April 21, 2020**  
**9:00-10:30 am, via Zoom**  
**Minutes**

In attendance: Vandana Kohli, Cindy Wyels, Stephanie Guerrero, Chanda Cunningham-Spence, Sean Kelly, Mary Adler, Liz King, Christina Smith, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jiménez Jiménez, Lynette Landry, Dennis Downey, Michael Soltys, Ivona Grzegorzczuk, Nancy Mozingo, Sonsoles de Lacalle, Geoff Buhl, Jose Alamillo, Blake Gillespie, Colleen Delaney, Jason Miller

**I. Approval of Meeting Minutes**

Meeting minutes approved from April 7, 2020.

**II. Information Items**

*Courses for Credit/No-Credit*

Senate Officer Jason Miller briefly attended the Chairs' meeting to answer any questions about the process of assigning grades as credit/no-credit based on students' selections. He also shared the spreadsheet that Senate Officers are using to gather information on program courses. According to the Resolution, if programs do not provide feedback, it will be assumed that all of their course offerings may be taken as credit/no-credit and will count towards the students' major.

Chairs asked about how this grading process will work logistically. Senate Officer Miller answered that beginning this week (and until the May 15 deadline) students will be able to go into CI Records to change their grading method. Faculty will not be aware of student choices until they go into the roster to assign grades; clarification will be provided regarding how soon faculty will be able to view grading rosters. Students also have the option to petition to change their grade back to a letter grade if they no longer wish to receive a credit/no-credit grade by submitting an electronic PDF form. Alternatively, students may petition to change their letter grade to credit/no-credit after grades have been issued. A Chair asked whether this process will delay the conferral of degrees and final transcripts, to which Senate Officer Miller replied that he would clarify this with the Registrar's office.

Chairs asked about their responsibility should students request to go back to a letter grade after receiving a credit/no-credit grade should faculty not be on campus. Specifically, in the scenario of a lecturer faculty who is no longer on contract and cannot be reached. Senate Officer Miller advised that Chairs collect letter grades that *would have* been assigned and keep these on record in case students submit a petition for a letter grade. Chairs also asked who would approve this request; Senate Officer Miller stated that he would ask and report back.

*Orientation Update*

The following update was provided regarding virtual Orientation:

CSUCI is in the planning stages for hosting virtual new student orientations this summer. The current online orientation (<https://onlineivo.csuci.edu/>) will be updated and enhanced. The

academic component will be the focus on Day 1 of each orientation. Some of the options under exploration for faculty engagement include sending messages prior to the orientation, videos for schools or programs, and live Zoom sessions with students during orientation itself. Videos need to be done early enough that they can be close-captioned (by IVO staff).

Dates: <https://www.csuci.edu/nso/freshman-ivo/dates.htm> (first-year) and <https://www.csuci.edu/nso/transfer-ivo/dates.htm> (transfer)

### **III. Discussion Items**

#### *Budget Templates*

Manager of Academic Resources Cunningham-Spence clarified that she had sent to their respective departments non-GD901 funds and related template. She reminded the Chairs that some program staff had already submitted the completed templates. If there is any questions, she and Dean Kohli will be addressing them in the afternoon staff meeting. At this stage the Chairs do not need to do anything, but are welcome to send forward any questions to the Dean's office. Chairs asked a question related to stranded funds in GD975 and whether they will remain after this fiscal year; it was clarified that these funds will roll forward to the end of next year, 2021, but will no longer be available for spending after that time.

#### *Activity Fees*

Dean Kohli asked for Chairs' recommendation about the potential refund of Category 3 activity fees that may be attached to certain courses. Chairs recommended the following: not to return lab fees; return other student course fees such as field trips; not return smaller fees associated with activities such as poster sessions.

#### *Review of Part-Time Positions*

Dean Kohli shared that the school has been asked to review the pool of open part-time positions currently listed on the CI Jobs database. Some of these postings have been on the website for several years and may have been created by a Chair no longer in office. Postings that are made inactive will still be archived and thus remain accessible in the future. The Chairs were concerned about removing these part-time postings from the website for the following reasons: the length of time required to repost new part-time position requests; positions need to be filled very quickly and having a pool already available is helpful; administration will not allow much needed new part-time positions; and the positions are currently still valid.

#### *Fall Planning*

Dean Kohli asked Chairs for their input about what faculty will need in order to prepare for the possibility of virtual instruction in the fall. Several Chairs, particularly those that offer lab, clinical, field-based courses expressed a strong interest in having opportunities to provide a limited face-to-face curriculum.

Chairs shared the following needs:

- Support for limited face-to-face instruction (labs, clinicals, etc.)

- Support for preparation of video materials beyond online tutorials; budget information for distributing materials to students for “lab-like” experiences at home
- Funding for virtual simulations of labs (Nursing)
- Consideration of students’ equipment needs
- Funds for virtual labs and equipment
- Additional laptops and iPads
- Access to recording studio and support
- Access to campus to film demonstrations and take pictures of slides
- Stipends for faculty to complete online class preparations during summer
- More iPads (with Pens) for faculty to simulate whiteboards
- Credits for the cloud
- Stipends for preparing online classes in summer
- Software investment such as myIT lab
- Access to library materials, ILL, etc. needed for course preparation in a virtual environment, how to manage course reserves for physical texts that students cannot afford
- Access to campus (faculty offices) for quiet work spaces for recording, and/or access to recording studios
- How to adjust already submitted IRA proposals to become virtually accessible to students?
- Access to campus
- Funding for services (e.g., educational software) that are currently free and may not continue to be free in the fall
- Consideration of untenured faculty – need a forum to voice their concerns; clustered conversations
- Need a consensus about what virtual instruction looks like at CI generally and how it can be distinguished from other online offerings
- Discussions about how to support students who are more likely to have high rates of attrition (first gen, Latinx, Pell eligible, etc.)
- Extensive opportunities for training and assistance to transform classes designed from the start as online courses, to make for quality education. Resources for summer training? Etc.
- General overall training, virtual labs, costs for video materials, etc.
- Funds to purchase iHuman
- Transparent communication about decision-making processes and criteria
- More support for online instruction to ensure quality
- Faculty input upwards regarding OUR vision for virtual CI – we need the faculty vision for virtual learning to convince students it will be worth enrolling
- Technical equipment