

Arts & Sciences Chairs Meeting
Tuesday, August 24, 2021
9:00-10:30 am, Madera 2381
Meeting Minutes

In attendance: Vandana Kohli, Phil Hampton, Michelle Vu, Liz King, Dana Baker, Stephen J. Clark, Frank Barajas, Andrea Grove, Geoffrey Buhl, Jose Alamillo, Gregory Wood, Sonsoles de Lacalle, Colleen Marie Delaney, Mary Adler, Christina Smith, Lynette Landry, Brian Thoms, Sean Anderson, Erich Fleming

Absent: Kimmy Kee-Rose, Blake Gillespie

I. Approval of Meeting Minutes

No meeting minutes to approve.

II. Information Items

Introductions

Dean Kohli began the first Fall '21 semester Chairs Council meeting with a warm welcome back to an exciting yet challenging transition from virtual back to face to face. She thanked the chairs Chairs for holding down the fort during her absence and expressed particular thanks to Associate Dean, Phil Hampton, for all his hard work in keeping the school afloat during the summer.

1:1 Meetings

Dean Kohli will schedule 1-1 meetings with chairs to discuss various topics including reassigned time, support staff, and budget. Chairs are invited to bring their Program Analysts for the second half of the meeting with the Dean. Keep a look out for these meetings.

Follow-up on Masks

Some faculty members have been observed instructing without a mask. Dean Kohli reinforced that mask wearing is mandatory and reminded chairs that she had communicated that to the school faculty and staff via email. However, since the distribution list is not always up to date, the Dean asked chairs to inform all the faculty about this requirement and reference Interim President Yao's statement on COVID-19 face mask use and guidelines (created on 7/22/21) on the CSUCI website.

DASS Request for Course Information

Last week, A&S was notified that DASS needed faculty to submit accessible materials for students who required accommodations. The Dean extended a sincere thanks to all the faculty who already provided these materials and asked Chairs to keep at it until there was 100 percent

compliance. The School of A&S is committed to a culture of inclusion including individual with disability. If there are any concerns about accessibility issues, please call Dean Kohli.

PPE Order

Current PPE orders are being pushed to procurement. As soon as possible, Program Chairs should send an email to Administrative Analyst Michelle for their program's PPE needs. Michelle will start with pushing out group orders received before lunch today (8/24/2021) and will continue to take PPE orders to place for another group of ordering afterwards. When faculty and staff members request specific PPE orders, it **is best to pay attention to box count versus individual item count**. PPE gets delivered to the requested Chair Program's Support Coordinator or delegated point person in their program.

As of right now, 150 amps were ordered and have arrived on campus. If faculty members need some for their program, please request the quantity of amps needed to Phil in an email. There is no need to send pending requests for amps, as the school of A&S has logged previous requests by programs requesting. The Dean's office keeps track of how many amps a program receives while the Program Chair follows which individual faculty receives an amp.

Approve Reassign Time

Faculty Reassigned Time has been processed as of 8/23/2021. Chairs will need to approve first before it can be approved at the Dean's level. Phil is currently approving reassigned time for the Dean's office. However, he is following the Dean's guidelines and approving team teach, lab supervision, special coordinating functions as previously agreed.

In addition, RSCA Reassigned Time has been approved by the Dean's office and HERF Reassigned Time has been approved by Mary Laurence. Dean Kohli will be getting clarity from the Provost about who RSCA and HERF Reassigned Times should be delegated to.

Currently, many programs do not have the support staff required for their daily functions. Chairs expressed a serious need for new and additional staff. Dean Kohli is looking for resources to increase staff support positions in the school. In the meantime, a suggestion was made to hire work study students and other student assistants. Dean Kohli emphasized how useful student assistants had been in her office. Chairs need a budget for student assistants. Dean Kohli will get back to them on this budget ask.

One of the many challenges of a short-staffed program is that Chairs do not feel fully supported by analysts that may be too busy helping with other programs as well. The Dean encouraged open lines of communication and asked for empathy and understanding of staff challenges during this difficult time. Chairs asked for position descriptions for coordinators versus analysts. The Dean will follow up on this request and provide CO description of these administrative support roles.

In the past, Chairs have had the opportunity to partner up with the manager of academic resources when their program lacked a support staff person. But since Chanda's departure from CI, Chairs don't know how to access additional help. Dean Kohli asked for patience and indicated that some items that would typically require a MAR's attention, might need to be put on a temporary hold until the position is filled.

Face to face vs Zoom Meetings

By popular vote, Chairs council meeting will be held via zoom. This is a temporary measure until everyone is comfortable in resuming face to face meetings. Everyone prefers to meet in person but only until after the pandemic has been controlled more fully.

III. Discussion Items

The remainder of the meeting was spent discussing concerns about COVID and the hiring of new administrators while departments remain understaffed and have few tenure-track faculty.