

**Arts & Sciences Chairs Meeting**  
**Tuesday, September 1, 2020**  
**9:00-10:30 am, via Zoom**  
**Minutes**

In attendance: Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero, Mary Adler, Liz King, Christina Smith, Frank Barajas, Sean Anderson, Kimmy Kee-Rose, Antonio Jiménez Jiménez, Lynette Landry, Andrea Grove, Michael Soltys, Geoff Buhl, Erich Fleming, Sonsoles de Lacalle, Dana Baker, Colleen Delaney, Jose Alamillo

Also in attendance: Greg Wood, Catherine Burriss, Ernesto Guerrero (Director of Academic Advising)

**I. Information Items**

*Welcome to New Chairs*

Dean Kohli called the meeting to order with a welcome to the incoming Chairs: Geoff Buhl of Mathematics, Erich Fleming of Biology, Kimmy Kee-Rose of Psychology, Colleen Delaney of Anthropology, Jose Alamillo of Chicana/o Studies, Andrea Grove of Sociology, and Dana Baker of Political Science & Global Studies.

*Frequently Asked Questions (FAQ) Webpage*

Dean's Administrative Analyst Guerrero informed Chairs about the newly developed FAQ page on the Arts and Sciences website. This page provides answers to common questions. Chairs are welcome to suggest additional information that may be helpful to post online. The FAQ page can be found at the following link: <https://www.csuci.edu/academics/artsandsciences/faq.htm>

*Director of Academic Advising, Ernesto Guerrero*

The Director of Academic Advising attended the Chairs meeting to address concerns regarding student enrollment and provide updates on student advising. Majority of the enrollment issues with registration were resolved leading up to the semester; however, frequent questions such as how to handle student waitlists virtually were a common theme among academic programs. Director Guerrero informed Chairs that faculty are not obligated to follow the order of the waitlists and can admit students to the course as they see fit. Chairs raised a question about whether faculty may drop students that are not active in the course in order to admit others that may be on the waitlist. Dean Kohli advised the group to check the Senate policy regarding instructor initiated drops, to which Chair Adler provided the following statement regarding the best practice in this scenario:

“Instructor Initiated Withdrawal: According to SP 13-10, “instructors may drop students through the relevant published deadline for adding/ dropping classes and as early as the first day of classes” for (among other reasons) “student failure to attend class without having made prior arrangements with the instructor.”

We are assuming that this applies as well to virtual classrooms and could be identified by nonattendance at synchronous zoom meetings or last date of access in Canvas. Before initiating a drop, however, we recommend emailing the student to let them know they will be dropped if they do not access the course or reply within a reasonable time frame.”

Chairs also raised questions about the lack of consistent enrollment reports, the timing of non-payment drops, as well as how to add students on a waitlist to an open course without the ability to view the actual list. Director Guerrero collected these concerns and informed Chairs that he would reach out to the Registrar's office for more clarification.

Chairs inquired about whether the Academic Advising office was receiving more, less, or about the same number of student questions. Director Guerrero stated that it is slightly higher (in addition to having more Advisors onboard). He also shared that his lead Advisors recently reached out to all Faculty Advisors in order to best collaborate on advising, with the exception of Biology and Chemistry, who do their advising independently.

### *Summer Updates*

Dean Kohli thanked Chairs for their service and commitment during the summer, which went above and beyond normal circumstances. Updates about the Dean's office work over the summer were provided, including campus repopulation (currently at 35% capacity), faculty's return to research, and faculty requests to work from campus. In addition, the Dean was pleased to announce the graduation initiative work that she has begun with the help of a Psychology faculty member. This work is in the early stages but it will continue to be an important project within the Dean's office, with reports and data to be shared with the Chairs council.

### *CPAL/FFCRA*

The continued impact of COVID-19 has resulted in five program support staff members taking CPAL/FFCRA leave. A total of about 21 faculty members (roughly 92 units of direct teaching; 30 courses) also on CPAL/FFCRA leave. Dean Kohli asked Chairs whether there have been additional pressures that the Dean's office may assist with, especially staff-type support. Due to the CSU hiring freeze, the school is unable to hire additional staff.

## **II. Discussion Items**

### *Enrollment & Spring Planning*

AD Hampton reviewed the current FTES data for A&S. Chairs raised concerns about the severe drop in freshmen enrollment, which is about 30% lower this fall. Chairs asked about more context regarding enrollment across the CSU and how other campuses are doing. Academic Senate Chair Wood shared that while northern CA CSU's were expecting enrollment drops even before COVID-19, the number of incoming freshmen continue to decrease while transfer numbers look relatively the same. A&S has currently met FTES targets with the number of returning students, however, more efforts need to continue to sustain enrollments in spring to meet annual FTES targets. Dean Kohli assured the Chairs that their departments will be supported by her office in opening more classes as needed. Additional resources were provided over the summer by A&S to help departments that were experiencing an increased need for sections.

AD Hampton shared that we continue to face uncertainty about whether Spring semester classes will be virtual or in-person. Students will begin to register on November 10, and the schedules need to be entered into PeopleSoft by mid-October. AD Hampton indicated he would email an official timeline of due dates. Chairs should keep in mind that they need to provide their

schedule to program staff by early October. Spring enrollment will include both freshmen and transfer students. Dean Kohli advised the council that the school should plan for primarily virtual instruction.

#### *Travel Money*

A number of questions have been received about the possibility of using designated faculty travel money for other expenses. Dean Kohli informed Chairs that she has been told there is no intent to have travel funds spent elsewhere. Faculty may use this funding to attend a virtual conference, and any requests to spend this funding in alternative ways must be sent on a case-by-case basis to the Dean.

Chairs raised concerns about the need to support faculty research, especially while travel is restricted. Dean Kohli reminded the council that only limited exceptions will be made to the travel restrictions policy. She also reminded Chairs that moving forward, we will all need to balance carefully resource utilization.

#### *Budget Planning*

Dean Kohli shared that upcoming budget planning will take place university-wide with the involvement of Academic Senate and various other faculty groups. At this time, the kind of budget cuts we may be facing are uncertain. Using the Arts & Sciences Collective Vision 2025 as a guide, Dean Kohli would like to gather a taskforce of Chairs to share budget information and develop ideas to present to the school at large. Kohli emphasized again to the council that more departments should seriously consider moving into a one or two-year schedule planning model.

### **III. Chairs' Items**

#### *Mini Grants*

Chairs asked about the status of mini-grant awards that were intended to be awarded this academic year, as they have not been informed, but their faculty have. Dean Kohli stated that she would reach out to Scott Perez, Director of Sponsored Programs, to inquire about the status of mini-grants and to ensure that Chairs be provided this information moving forward.