

**Arts & Sciences Chairs Meeting**  
**Tuesday, September 3, 2019**  
**9:00-10:30 am, Madera 2381**  
**Minutes**

In attendance: Dean Vandana Kohli, Chanda Cunningham-Spence, Cindy Wyels, Stephanie Guerrero, Sean Kelly, Mary Adler, Liz King, Christina Smith, Dennis Downey, Blake Gillespie, Nancy Mozingo, Ivona Grzegorzczuk, Sonsoles de Lacalle, Lynette Landry, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jimenez Jimenez

Absent: Michael Soltys

## **I. Information Items**

### *Workload Memo (see attached)*

Chairs were provided a recent memo from the provost addressing Chancellor's Office (CO) "EP&R 76-36, Faculty Workload: Policies and Procedures". Questions were raised surrounding the decision of allocating additional 3WTUs if enrollments meet the requirement of 90-100 students, with additional frustrations expressed about the lack of conferment with faculty prior to this memo taking effect. Dean Kohli clarified that the memo contains CO rules and guiding regulations which are normally not negotiable at the campus level. However, because CI does not currently have rooms that accommodate 120 plus students, the Provost is willing to be flexible in granting 3 additional WTUs for faculty teaching sections of 90-100 students while the Chancellor's cutoff for additional WTUs is 120. As a further accommodation for CI, courses with enrollments of 75-90 (the CO range is 75-120) may be allocated a graduate assistant (GA) or instructional student assistant (ISA). Chairs stated that offering a GA means almost nothing because most CI programs do not have master's students to begin with.

Dean Kohli asked chairs to communicate with their faculty leadership about their discontentment with the need to comply to CO rules. Chairs stated that they have already expressed their concerns but they feel their issues are not being heard. The method in which these big decisions have been made and enforced are a large part of the issue. Recent culture shifts have led to breakdown of communication between chairs and administration; chairs feel that doors have been shut and they cannot express their concerns to anyone apart from Dean Kohli in upper administration.

Further concerns were expressed about team-teaching; which seems to be not only a question of value but also a major culture shift. The interdisciplinary approach to team-teaching was a mission pillar of CI but the language does not seem to support this if faculty are expected to volunteer 3 WTUs in order to participate in a team-taught course. Again, Chairs felt that the language used sends mixed messages and has caused confusion about why the culture needs to be shifted. Dean Kohli clarified that current conversations held by administration are surrounding student success and graduation rates, and the resources necessary to accomplish these goals. Kohli explained that this memo specifically addresses the need to be in compliance with the Chancellor's Office, and as a result this memo will provide binding guidelines to distribute and account for workload in Arts and Sciences and CI. Team teaching is allowed but within existing departmental resources.

### *Staff Relations*

Kohli asked chairs to be aware of relations with staff; recent concerns expressed regarding treatment of staff.

### *Budget Meetings*

Meetings have been scheduled with Dean Kohli, Chanda, each individual chair and their support staff, to review departmental budgets beginning this month and continuing into October. In the future, the Dean hopes to hold regular meetings with chairs so that issues can be discussed before they arise.

### *Formation and Modification of Academic Departments in Arts & Sciences (see attached)*

Kohli asked Chairs to review the document, which outlines guiding principles she will use to make decisions regarding the conversion of programs to departments. Chicana/o studies is the first program she has begun working with this year to move forward to independent status; Anthropology will follow. Next year she will begin conversations with the Art, Performing Arts and Physics programs. Kohli asked Chairs to provide feedback on the document.

### *Spring and Winter Schedules*

Associate Dean Wyels informed chairs of the September 27<sup>th</sup> due date for spring schedules. Chanda to provide chairs with a new template that they can use to make it easier to work with targets and track budgetary costs along the way; the template should make the scheduling process easier and more accurate. Chairs Downey, Jimenez and Adler volunteered to work with new template for the next round of scheduling. Kohli once again encouraged chairs to develop one to two-year rolling schedules to ease the work for staff and create greater predictability for students and faculty.

Wyels also mentioned that winter session begins Saturday, December 21 through January 19 – Extended University would like schedules submitted to the Dean's Office by September 30. Chairs wanted clarification on the "email text links to contributors" wording used in a recent memo sent by M. Laurence; to which Associate Dean Wyels said she would clarify.

### *Verbal Agreements*

Kohli reminded chairs to make certain that formal agreements are documented in writing; dealing with potential grievances resulting from misunderstandings due to informal verbal communication.

## **II. Discussion Items**

### *Roadmaps and Milestones*

Over summer the Dean's office worked on inputting data for academic program roadmaps. Model was shared with chairs in order to seek their approval of format so that roadmaps can be published "live" on the web. Formal vote held in which all chairs expressed favor of the proposed template for publishing roadmaps and milestones.

### *2019-20 Budget Report (see attached)*

Each chair will receive a report for their program when they meet with the Dean for upcoming budget meetings. In hopes of being evidence informed rather than simply evidence-based, providing more education and information about individual program budgets will better aid programs in moving forward and projecting ahead. Kohli encouraged chairs to share the report with their faculty and engage them to understand the process better. Chair Downey walked the chairs through the Sociology budget report.

Question was raised regarding the relative importance of competing factors such as the need to meet SFR and FTES within the allocated budget against other requirements such as class size, team teaching and independent study. Kohli clarified that neither one of the parameters was the only variable that mattered, since all have to be considered together. In addition to these input parameters, chairs also need to balance equity-based decisions around workload allocation at the department level. When budget resources conflict with graduation goals, chairs are encouraged to consult the dean's office for guidance.