

Arts & Sciences Chairs Meeting

Tuesday, September 4, 2018

9:00-10:30 am, Madera 2381

Meeting Minutes

In Attendance: Simone Aloisio, Sean Anderson, Frank Barajas, Sean Carswell, Stephen Clark, Ivona Grzegorzczuk, Sean Kelly, Lynette Landry, Luke Matjas, Nancy Mozingo, Jenn Perry, Beatrice de Oca, Christina Smith, Michael Soltys,

Dean's Office: Mary Adler, Chanda Cunningham-Spence, Vandana Kohli, Amanda Sanchez

I. Information Items

Associate Dean Search to replace Mary Adler who will step down in December 2018

Special Meetings – Science; and Arts, Social Sciences, and Humanities chairs meetings

Cell Number request

Individual Chairs Meetings to be scheduled

RTP expectations per Faculty Affairs policy and procedures at the department/unit level

RSP Funding – call for applications

Programs undergoing program review – History, Psychology, Chemistry, and Anthropology

Provost will publish appreciation notes, Kudos and Plaudits, twice a month to recognize major accomplishments of faculty, staff and students. Kohli requested items.

Chairs (all but one) agreed to the nomenclature Departments (with programs) and College rather than School of Arts and Sciences

II. Discussion Items

Roles and responsibilities of department chairs: Kohli distributed “Handbook on the Roles and Responsibilities of Program Chairs and Directors”. Chairs are to review and be prepared to discuss document at the next meeting.

2- and 4-year degree pathways/roadmaps: Adler is working with Charis to confirm that Records has accurate and current roadmaps. At the same time, Kohli has asked Departments/Programs to make sure those documents are accessible and clear for students and posted on the department web sites. She added that roadmaps should be used for scheduling. Discussion ensued. The chairs requested to see templates, Kohli will provide.

Schedule – Spring 2019 and two-year rolling: Kohli needs schedules by Sept 10th. Ideally wants to move towards a two-year rolling schedule to facilitate faculty workload expectations and student success. Discussion ensued. Chairs' concerns included difficulty scheduling so far in advance, accuracy of projected enrollment, and GE.

Winter intersession: Kohli requested courses for winter intersession. EU will use the CSU salary scale moving forward and all request are to go from faculty to chairs, chairs to Kohli and Kohli to EU. Kohli reminded chairs that this is 4 week session and to be mindful of academic rigor in the course.

Faculty searches: There are six faculty searches underway - one in Mechatronics, three in Computer Science, one in Health Science, and one in English. The provost will fund eight additional lines and Deans are to submit requests with the following three search criteria; academic excellence, student success, and enrollment/growth needs. The provost will distribute a call for chairs to provide rationale. Chairs requested clarity on the Search process, Kohli will provide more information.

Strategic plan: Kohli distributed the Strategic Plan to the chairs and asked that they orient their thinking regarding program specific goals and objective to align with the university's vision. Chairs noticed/commented that faculty research and faculty development were missing from the strategic plan.

CERF funds: Kohli announced that nothing has changed for this year. However, there are conversations underway regarding distribution funds moving forward.

I. Continued:

The following items were postponed because of time constraints.

- Policy on the formation and dissolution of departments
- Staffing
- Procards
- IRA funding
- Office student assistants update
- Proposed deadlines for tasks from the chairs (approximate)

II. Items from Chairs

Anderson encouraged all new chairs to attend the CSU New Chair training meeting.