



**Arts & Sciences Chairs and Staff Meeting**  
**September 6, 2022**  
**9:00 – 10:30 am via Zoom**  
**Meeting Minutes**

**In Attendance:** Mary Adler, Jose Alamillo, Sean Anderson, Erika Ayala, Dana Baker, Raquel Baker, Xate Bastida, Tom Becham, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Evelyn Caballero, Stephen Clark, Sonsoles de Lacalle, Carmen Krebs, Colleen Delaney, Monserrat di Signorelli, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee-Rose, Vandana Kohli, Hope Lilienthal, Lynette Landry, Carol Lucas, Laura Lugo, Karina Madrigal, Marianne McGrath, Lori Myers, Amanda Sanchez, Michael Soltys, Bryan Swig, Jessica Vazquez, Greg Wood

**Absent:** Trina Darakjy, Gina Matibag

**I. Approval of Meeting Minutes**

Meeting minutes will be released for review this week.

**II. Information Items**

*New Travel Policy:* Dean Kohli noted that the creation of the Lead Analyst role was a result of a NACUBO recommendation to centralize functions within the School. Lead Analyst Harris is responsible for coordinating all School travel and identifying which funds are available for specific travel expenses. Chairs and Staff are asked to contact Lead Analyst Harris for all travel requests and questions.

Chairs asked questions regarding the campus travel policy to banned states:

- Are there occurrences of travel being approved? Some Chairs have seen exceptions receive approval.
- Why are some registration fees for virtual conferences approved?
- Why are academic related travel requests being denied while NCAA teams and elected officials/their staff travel to these same locations?
- Does the current travel policy apply to both state funds and grants?

Dean Kohli will discuss these travel related questions with the Provost.

*Joint Chair/Staff Meetings:* MAR Darakjy will schedule joint meetings with Chairs and Staff to ensure all parties engage in a culture of appreciation for the respective responsibilities of individuals in each position.

*EU Winter Intersession Call for Classes:* AD Hampton announced a call for winter intersession classes. Chairs were referred to EU Interim Dean Leafstedt's memo. Classes should be offered in an asynchronous online format. Chairs are asked to consider offering courses that have high DFW rates, are in the third year of the major roadmaps, and meet the multicultural perspectives requirement. Course requests are due to AD Hampton by noon on Wednesday, September 28, 2022. Dean Kohli noted the importance of offering academically rigorous courses.

Chairs questioned students' ability to succeed in a four-week EU winter intersession course having previously failed the course during a semester. They requested data to assess the potential impact that offering winter intersession EU courses would have on the Spring semester FTES enrollment.

Chairs expressed concern that the "money-making aspect" of EU is out of alignment with the principal mission of the University. They also commented on the frustrations of their faculty and students when intersession classes are cancelled due to a lack of enrollment since the motivation for cancellation was fiscal. Additional discussion ensued.

*Library Series:* DAA Myers called for assistance with the Fall 2022 Library Speakers Series and asked Chairs to refer potential presenters to her.

*Facilities:* LSO Swig reported that the IT Help Desk in the Broome Library is in the demolition phase and has been relocated to Trinity Hall. He noted that a work order has been submitted to resolve the positive air flow issue in Sierra Hall. LSO Swig asked the Chairs to communicate to faculty that doors in Sierra Hall must be pushed to latch and lock. He also requested that all first-floor windows be closed at the end of each day to prevent unauthorized access.

Dean Kohli communicated a request for classroom projectors to be turned off after the final class of the day to extend the use of projector lightbulbs.

*Two Year Schedule Template:* AD Hampton requested that the Staff check the FTES/SFR field after revisions to ensure that these fields are updated for accuracy. Lead Analyst Harris announced to attendees that Staff update enrollments on the template on Tuesday and Thursday using the enrollment reports that she provides on Monday and Wednesday, respectively.

Dean Kohli announced that the University is looking for predictable methods to manage and align enrollments with budgets. She requested Chairs and Staff view the template as a critical aspect of the mission of the School because of its ability to demonstrate effective resource utilization. Dean Kohli noted that the schedules are really a team project as the Chairs are the first consumer of the data for planning decisions. The Dean and Chairs rely on staff to input current and accurate information. Dean Kohli asked Chairs to stay in communication with Staff regarding the cancellation of classes. She acknowledged the challenges with the existing template and confirmed that the School will continue to use the template through this AY. Chairs requested access to archived two-year schedule templates for reference purposes.

*Department Operating Budgets and Needs 22/23:* This topic will be discussed at the September 20 Chairs Meeting.

*Department Support Staff:* This topic will be discussed at the September 20 Chairs Meeting.

### **III. Discussion Items**

*Tenure Track Lines:* Dean Kohli announced she does not have updated information regarding the departments where hires will be made or the number of lines in the School. Dean Kohli appreciates the critical timeline of the hiring process and suggested that Chairs who anticipate receiving new lines begin discussions with faculty in their program regarding the formation of search committees. Chairs noted that the hiring of tenure track faculty is a two-year process, and the campus is currently not following Senate policy.

*New Spring Semester Targets:* Arts & Sciences will receive revised WTU, FTES and SFR targets for the Spring 2023 semester. The campus anticipates a decline in Spring 2023 enrollments. Dean Kohli acknowledged that the school will accommodate this change by aligning resources with enrollment numbers and that it is important to understand that programs may be asked to reduce WTU in support of the overall School target. Programs will not be asked to reduce the number of tenure track faculty or full-time three-year contract lecturers.

Chairs advised the new chairs to begin discussing Spring course offerings with faculty to identify a strategy to maximize resources. Dean Kohli addressed the requirement to schedule based on the “Careful Consideration” list and to keep lecturer evaluations current. Chairs Adler and Buhl discussed ways in which they each communicated with lecturers about the potential of adjusted teaching loads. The Chairs wanted to include CSU Online as an enrollment maximization strategy. AD Hampton would follow-up regarding why CSU Fully Online courses are not displaying complete GE attributes and why the deadline for students enrolling in CSUCI classes through CSU Fully Online is so late in the enrollment process.

*Reorganization:* Dean Kohli acknowledged the limited information available regarding the reorganization of the School of Arts & Sciences. Dean Kohli noted that MAR Darakjy will provide staff with timely updates.

### **IV. Chairs’ Items**

*Data Clean-up of Students/Majors:* Chair de Lacalle requested a data clean up to ensure that student statuses are accurate to support Chair communication and retention efforts.

Attendees agreed to extend the meeting to 10:40 a.m.