



**Arts & Sciences Chairs Meeting  
November 1, 2022  
9:00 – 10:30 am via Zoom  
Meeting Minutes**

**In Attendance:** Mary Adler, Jose Alamillo, Sean Anderson, Dana Baker, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Stephen Clark, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Lynette Landry, Marianne McGrath, Bryan Swig, Greg Wood

**Absent:** Raquel Baker, Michael Soltys

**I. Meeting Minutes**

Approval of minutes for October 4 and October 18 were scheduled for review on November 15.

**II. Information Items**

*Facilities Update:* LSO Swig announced that locks on office doors and classrooms are being transitioned to a PIN system so faculty and staff will be able to unlock doors with their ID card and PIN code. The new locks offer a safety feature to secure a room in the event of an emergency. When the safety feature is activated, it must be reset by notifying a campus locksmith. LSO Swig will send an email to Chairs with this update to forward information to faculty.

Chair Delaney relayed a message from Risk Management asking Chairs to remind students to avoid registration holds by ensuring their Covid paperwork is current.

*Activities & Events Update:* DAA Myers provided an update on the Fall Fun Fridays initiative and invited Chairs to offer suggestions for other events for staff and faculty for Spring term. She also encouraged Chairs to share departmental and programmatic event fliers with the Dean's Office so that they can be featured on the Arts & Sciences webpage and promoted through a School email announcement.

*Using IRA Fund for Capstone Projects:* MAR Darakjy indicated that the Office of Academic Affairs requested feedback from Chairs regarding funding capstone projects with IRA awards. Chairs observed that the purpose of the IRA funds is not for individual scholarship, but as a resource open to all students. The use of IRA awards to assist with capstone projects would run counter to the intention of the fund.

*Course Fees:* MAR Darakjy announced that course fee balances are to be spent by the end of December 2022. Detailed discussions on the fund amounts will occur in the individual Chair meetings.

*Updates on Block Schedules and UNIV:* AD Hampton stated that the Spring 2023 Block Scheduling will focus on the GE categories A2 and B4. If GE requirements have not been met by Fall 2022, students will be directed to self-place into A2 or B4 in Spring 2023. A student communication will be issued regarding the Spring directed self-placement with a link to a website with registration instructional videos.

Chair Buhl noted that Ana Rosa Duran's Enrollment Technology and Operational Data team is responsible for technical building of the block schedules and is understaffed. He clarified that the institutional capacity to do the work is diminished. AD Hampton added that the lack of staff and the shared experiences building the Fall 2022 Block Schedule led to discussions about beginning the Fall 2023 process earlier in the year. He also noted that learning communities (LC) will continue to be an opt-in approach in Fall 2023. The campus will be moving away from the UNIV 150 class (capped at 20) and encouraging other courses to be utilized to allow for larger LC.

AD Hampton announced that as of October 18, nearly 35% of A&S students had a Title IX registration hold. Chairs were asked to encourage students to complete the Title IX requirement. AD Hampton will request a list of students who are on the Title IX hold and forward the file to Chairs.

*Resource Guide:* MAR Darakjy presented the A&S Resource Guide which was developed by academic staff following a professional development workshop. The Resource Guide will be featured on the A&S website to provide information regarding policies and procedures to faculty and staff. The Resource Guide will continue to evolve, and Chairs were asked to share suggestions and feedback.

### **III. Discussion Items**

*Travel:* Lead Analyst Harris requested that Chairs refer all faculty to her for travel authorizations, arrangements, and questions.

Dean Kohli intended to provide an update on travel to banned states, however the Deans' meeting was rescheduled and there are no updates on this topic at this time.

*Schedule:* Dean Kohli announced that all Spring 2023 department and program schedules have been approved. She shared that on October 6, after most schedules were prepared, the Provost's Office issued Spring 2023 WTU allocations by programs and requested data indicating the number of additional WTU required by the School. Based on the schedules submitted, the School requested an additional 231 WTU the next day. The Provost's Office, however, only released an additional 182 WTU on October 21. On October 28, the Provost's Office allocated an additional 36 WTUs for Africana Studies. Dean Kohli previously assigned WTUs to Africana Studies and asked the Chairs to advise on how to manage these additional WTUs. She suggested an option of allowing the WTU to be used flexibly toward unanticipated enrollments in departments or sections to meet student demand. The Chairs provided the following counsel:

- Chairs recommended the WTU be held in reserve for student demand.
- Chairs considered that faculty may question the administration's credibility after being told classes are not being offered and then learning of additional WTU.
- Chairs mentioned the possibility of permanently losing faculty who are irreplaceable; comparable replacements do not exist within the county.
- Chairs suggested allocating WTU to the programs that received the largest cuts to provide remaining students with the optimal amount of choice in terms of classes.

Dean Kohli proposed reserving 18 WTU for student demand and allocating the remaining WTU for courses that may generate more enrollments. She asked Chairs to send a brief email requesting additional WTU.

*Managing New Initiatives:* Dean Kohli requested a follow-up conversation to learn how Chairs are managing manage new initiatives. Chairs noted all of the following:

- Campus should focus on fewer initiatives and the lack of focus is causing harm to CI and wasting institutional energy.
- Some degree proposals are in jeopardy due to an inability to add to faculty workload.
- LC Task Force starts on November 2 with a deadline of December, e.g., demonstrates initiatives appearing unexpectedly.
- Many new initiatives appear important, but some Chairs do not feel confident in prioritizing requests.
- A current search committee plans to hire by November. The workload and expedited timelines demanded of this committee are causing a high level of stress. The committee members had one week to review the semi-finalists due to the revised timeline. It took one faculty member until 3:00 a.m. to review the twenty-plus candidate submissions. The faculty did not feel as though there was time for careful review. The faculty do not have the bandwidth for this amount of compressed work.
- At least two chairs noted that rushed searches are against DEI best hiring practices.
- Faculty being added to committees without consent - when communicating the inability to join committees, faculty are treated with disrespect and met with demands to serve.

- Faculty continue to be scheduled to attend meetings when off-contract.
- The lack of professional onboarding of administrators has led to misunderstandings of faculty workload and capacity.
- Faculty feel taxed and yet still hope to find meaningful work.

Chairs supported each other by suggesting that they not accept committee/task force assignments without a scope of work or attend meetings without agendas. Other ideas included ignoring indirect calls to serve and/or turning down direct invitations if they do not have the bandwidth.

Dean Kohli suggested that Chairs host similar conversations at the department level to advocate and support faculty. Chairs are asked to provide Dean Kohli with feedback in the event she needs to advocate on behalf of faculty to manage expectations of faculty workloads.

#### **IV. Chairs' Item**

*Professional Development:* Chair Anderson requested a modest budget for IST's professional development. Dean Kohli noted that the School provides National Association of Scientific Materials Managers (NOASMM) membership for technicians which offers online learning resources. Dean Kohli requested that the Chairs, AD Hampton and MAR Darakjy explore opportunities for technician and staff development.

*Meetings with the Provost:* Coordinator Burriss asked if Chairs were aware of the agenda for the individual meetings with the Provost. Coordinator Wood clarified that the meetings are intended to explain the new model for funding academic departments and programs.

*President's Dinner:* Chair McGrath shared the experience of student researchers who presented their work and were put on display at the President's Dinner, and then directed to a dark courtyard to eat boxed meals away from the event guests. Chair McGrath stated that she was horrified and embarrassed on many levels. Chair de Lacalle learned that the only reason two Health Science student researchers did not experience similar treatment was due to a faculty member who claimed two seats at a table for the students. Chair Adler was at the dinner with five students who were trotted out to impress donors and then sent to a dark courtyard to eat their boxed meal. Prior to the event, she asked Advancement if students' families could attend the presentations. Chair Adler was told families were welcome to attend but could not park, eat, or drink.

Chair McGrath noted that the displaced students were later emailed by President Yao and invited to a group lunch in the President' Courtyard.

The meeting was adjourned at 10:35 a.m. by consensus.