



School Of
**ARTS &
SCIENCES**
C H A N N E L
I S L A N D S

**Arts & Sciences Chairs Meeting
October 31, 2023
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Notes**

Attendees: Jose Alamillo, Stacey Anderson, Raquel Baker, Geoff Buhl, Rainer Buschman, Heather Castillo, Stephen Clark, Trina Darakjy, LaSonya Davis, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Phil Hampton, Alison Harris, Jason Isaacs, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Marianne McGrath, Kiki Patsch, Luis Sanchez, Greg Wood

Absent: Dana Baker

I. Meeting Minutes:

Minutes for October 3 and 17 meetings were approved.

II. Information Items:

Admissions – Roxanna Tunc (Time Certain 9:05-9:25): Director Tunc provided the following updates:

- Request for faculty to serve on the Admissions Efficiency Committee to centralize an events calendar, promotional materials, and best practices to deliver a consistent recruitment message.
- Admissions is working closely with local school districts and community colleges, and requests that faculty provide outreach efforts in December-February.
- First-time freshman application numbers are positive while the transfer student application numbers are down.
- Admissions will begin offering acceptance decisions as early as November for AY 24-25
- Faculty are invited to lunch with prospective students at the “Get Ready for College” event on Saturday, November 18 from noon – 1:00 in the North Quad.
- Admitted Dolphin Day will take place on Saturday, April 13, additional details will follow.
- The Admissions Ambassador Program will be reinstated, and Chairs were requested to provide delegates from their programs.

- Chairs were asked to inform Director Tunc when they are asked to host tours or groups on campus.

Facilities update: LSO Swig provided the following facilities updates:

- Phase two of the North Loop Project started yesterday. The road is now one lane, and delays are expected
- The Gateway Hall groundbreaking ceremony is scheduled for Friday, November 3rd at 11:00 AM.

Chair Delaney reported that a low response rate for the Mandatory Employee Commute Rule 211 Survey may result in a fine. Dean Kohli committed to sending a reminder message to Arts & Sciences faculty and staff.

Student events: Dean Kohli asked the Chairs to consider a method to provide her with updates on student activities and achievements so that she can relay noteworthy updates to donors and stakeholders in a timely fashion.

Newsletter: DAA Myers asked Chairs to encourage faculty to use the A&S Newsletter submission form to report all student, faculty, and departmental activities and achievements

III. Discussion Items

Debrief re Admissions presentation: Dean Kohli opened floor for feedback and received the following input:

- Request for access to research on admissions and recruitment trends.
- Request to receive prospective students' concerns prior to outreach events.
- Request to learn more about the time commitment for the Admissions Efficiency Committee.
- Suggestion for the creation of an easy guide to visit campus.
- Suggestion for prospective students to visit CI while events are scheduled.

TT (Tenure Track) search update – Brian Thoms/Jason Isaacs, Sonsoles de Lacalle, LaSonya Davis, Kimmy Kee Rose/Jennie Luna, Stephen Clark, Kiki Patsch: Dean Kohli requested and received the following updates on the status of the tenure track search committees:

- AAS and NAIS: Chair Kee Rose noted that the job postings will be placed in November.
- Computer Science and Mechatronics Engineering: Dr. Isaacs announced that one DSC has been formed for both tenure track searches, drafts of the job postings have been created, and he is working to ensure all DSC members have completed the faculty training.
- ESRM: Chair Patsch reported that job postings are placed, and the DSC has been formed and still needs to meet with the Dean.
- Health Science: Chair de Lacalle noted that the job posting is placed, and applications are not accessible until November 15.

- Global Languages: Chair Clark reported that the job posting is placed with 18 applications not accessible until November 15.
- Nursing: Chair Davis reported that job postings are placed, and the DSC has been formed and still needs to meet with the Dean.

IV: Chairs' Items

Posting policy: Chair Alamillo announced that the Communications Department is enforcing the existing posting policy of approving flyers with a 7–10-day lead time. Chair de Lacalle indicated that the policy applies to certain bulletin boards. AD Hampton committed to providing clarity on the policy at the next Chairs Meeting.

Honors Convocation: Chair Buschmann asked about the status of the Honors Convocation. Dean Kohli committed to asking for information about the event,

Harvest Festival: Chair Gillespie announced that the Biology and Chemistry Departments are hosting a Harvest Festival this afternoon behind Modoc.

Staff Professional Development Workshop: MAR Darakjy and LSO Swig announced that academic staff and ISTs would be at the CIBC (Channel Islands Boating Center) this afternoon for a professional development workshop.

COAST (Council on Ocean Affairs, Science & Technology) Student Awards: Chair Patsch asked Chairs to let faculty and staff know that COAST provides student awards for fieldwork, equipment, etc.