



Arts & Sciences Chairs Meeting
February 20, 2024
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Notes

Attendees: Jose Alamillo, Stacey Anderson, Ahmed Awad, Raquel Baker, Rainer Buschman, Heather Castillo, Stephen Clark, LaSonya Davis, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Cynthia Flores, Alison Harris, Phil Hampton, Jason Isaacs, Jacob Jenkins, Kimmy Kee Rose, Marianne McGrath, Kiki Patsch, Chris Scholl, Elizabeth Sowers, Bryan Swig, Greg Wood

Absent: Geoff Buhl

I. Meeting Minutes

January 23 meeting minutes will be reviewed at the March 5 meeting.

II. Information Items

AYUDAS Grant – AYUDAS Project Director Sandra Birmingham and AYUDAS STEM Inclusive Excellence Faculty Lead Christina Soderland (Time Certain 9:10 – 9:25): Director Birmingham and Faculty Lead Soderland presented the goal of Project AYUDAS as strengthening the STEM student pipeline and transforming collegiate STEM pathways for retention and success. Director Birmingham noted that Project AYUDAS is grant funded and has resources available for programs (Biology, Chemistry, Computer Science, Engineering, ESRM, Health Science, Mathematics, and Physics) classified as STEM by the US Department of Education.

Facilities Update: LSO Swig provided the following Facilities updates:

- Construction on Gateway Hall has resumed, and water is being pumped from the site.
- The carpet was replaced in some Bell Tower West offices.

Space Requests: LSO Swig requested that, with the departure of Mary Laurence, all space requests within the School be sent to his attention.

Social Media & Events Coordinator: MAR Darakjy announced that an employment offer has been sent to a candidate for the Social Media and Events Coordinator position. She

noted that this person will coordinate all School events and work directly with the Chairs to help with staff workload.

Staff Absences: MAR Darakjy asked Chairs to contact her directly when staff are not working due to vacation, sickness or a position is vacant, and she will coordinate support for requests.

Travel Update: Lead Analyst Harris requested that Chairs remind faculty to contact her before planning travel. She also clarified that as of January 1, per diem rates have been adjusted by location per the Chancellor's Office. Lead Analyst Harris announced that a new travel system will be introduced to the Campus in April and that faculty can add her as a delegate to Certify until that time.

Spotlight on Research Seed Grant and Faculty Excellence Award Nominations: Acting DA Flores announced that the Research Seed Grant nominations are due April 5 and asked Chairs to encourage faculty to apply.

STEAM Carnival – March 9: Acting Dean Hampton distributed STEAM Carnival flyers and asked Chairs to post the flyers at their favorite local hangout. He also thanked Acting Dean Flores and Chairs for their support of the event.

III. Discussion Items

Summer and Fall Schedules: LSO Swig noted that while not all summer schedules have been submitted, academic staff have received approval to begin entering the submitted schedules in the system. Acting AD Flores shared her expectation that, with the reduced summer tuition, the School would see an increase in the number of summer enrollments.

Acting Dean Hampton announced that he will speak with Provost Avila about offering S-Factor courses generating 1 WTU which translates to a summer salary or 1/30 of the academic year salary.

Acting Dean Hampton asked Chairs to contact the Dean's Office when the Fall 2024 schedules are ready for review. He recommended that schedules be built using prior AY 23-24 FTES target and WTU allocation, meet students' needs first, and follow CBA requirements.

Lead Analyst Harris asked Chairs to update the 2yr template when making schedule changes.

TTF Searches: Acting Dean Hampton asked Chairs to provide an update on Tenure Track searches:

ESRM: Chair Patsch announced that candidates are interviewing during February and March.

Nursing: Chair Davis announced that a candidate has accepted the offer of employment.

Spanish: Chair Clark announced that a candidate has been identified.

Collective Vision 2022 – 2023 Report: Acting Dean Hampton asked Chairs to send Collective Vision 2022 – 2023 Report edits to Lori Myers by Friday, February 23.

Location of Freedom and Justice Studies: Acting Dean Hampton announced that the Freedom and Justice Studies program has not been assigned to an academic department. He asked Chairs to discuss the topic with colleagues. Acting Dean Hampton asked that interest in the new program be directed to him and Chair Delaney

IV. Chair Items

Classrooms locked after hours: Chair de Lacalle requested that Facilities place a sign on each door indicating who faculty can contact when classroom doors are locked after hours.