



**Arts & Sciences Chairs Meeting
September 19, 2023
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes**

Attendees: Stacey Anderson, Dana Baker, Raquel Baker, Geoff Buhl, Rainer Buschman, Heather Castillo, Stephen Clark, Trina Darakjy, La Sonya Davis, Sonsoles de Lacalles, Colleen Delaney, Erich Fleming, Blake Gillespie, Phil Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Jennie Luna, Marianne McGrath, Lindsey O’Conner, Kiki Patsch, Bryan Swig, Greg Wood

Absent: Brian Thoms

I. Meeting Minutes

August 22 and September 12 minutes: August 22 meeting minutes will be distributed at a later date. The September 12 meeting minutes were approved.

II. Information Items

Facilities update: LSO Swig provided the following facilities update:

- Facilities is in the process of hiring a laborer.
- Electricians repaired a parking lot light on Monday, September 18.
- Environmental Health & Safety and the pest control vendor will reassess Bell Tower West on Wednesday, September 20 to determine the status of the flea infestation. The building may reopen on Monday, September 25. Five raccoons and three opossums were caught in the building and relocated to a safe location. Facilities is working to seal all building openings.
- Due to a reduction in staff, a change in the level of custodial service will be scheduled. Communication about the change of service will be distributed soon.
- Santa Barbara and Ventura streets have reopened.

Field Trips: LSO Swig requested that Chairs and faculty adhere to the existing Field Trip Policy.

Preauthorization Travel Ban Form & Transition to Concur Platform: Dean Kohli noted that the University no longer has a travel ban in place. She asked that Chairs be mindful that the elimination of the ban is very hurtful to members of our community, and she advised caution when informing faculty that the ban has been lifted. She suggested that Chairs emphasize the Governor’s Office declaration in any communications regarding this action.

Lead Analyst Harris announced that the Campus will transition to Concur travel and expense management software and encouraged Chairs to ask faculty to contact her before reserving travel.

III. Discussion Items

TT Lines: Dean Kohli announced eight tenure track searches for AY 24-25 (Asian American Studies, Native American Indigenous Studies, Computer Science (Cybersecurity), Mechatronics, Health Science, English Spanish Translation, ESRM, and Nursing). Chairs reported that searches were in varying stages of the recruitment process. She also noted that an official announcement of the lines would be communicated through the Provost's Office.

Dean Kohli asked Chairs to be mindful that the lack of support services on Campus may impact student success.

Substantive Change: AD Hampton announced that all programs have been approved for a Substantive Change waiver from WSCUC to offer 51% of a program curriculum online and that hybrid classes are counted as being online.

IV. Chairs' Items

CHRS: Chairs raised concerns about the amount of work required to post open positions as this responsibility was once held by Faculty Affairs.