



**Arts & Sciences Chairs Meeting  
Tuesday, March 22, 2022  
9:00-10:30 via Zoom  
Meeting Minutes**

**In Attendance:** Colleen Delaney, Blake Gillespie, Liz King, Erich Fleming, Jose Alamillo, Christina Smith, Michael Soltys, Mary Adler, Sean Anderson, Stephen Clark, Sonsoles de Lacalle, Frank Barajas, Geoffrey Buhl, Dana Baker, Kimmy Kee-Rose, Sunghee Nam, Lynette Landry, Greg Wood, Catherine Buriss, Vandana Kohli, Phil Hampton, Trina Darakjy

**I. Approval of Meeting Minutes:**

Meeting minutes for February 22 and March 8 were approved.

**II. Information Items**

*Admitted Dolphin Days:* AD Hampton announced that faculty participation is being requested for Admitted Dolphin Days. The event will be held virtually Monday, April 18 – Friday, April 22, and in-person on Saturday, April 23. Dean Kohli encouraged participation in this event as opportunity to showcase the work of A&S programs and to support campus enrollments.

*Special Meeting, March 29:* Dean Kohli asked Chairs to tentatively hold 9 – 10:30 am on Tuesday, March 29, for a special Chairs meeting to review budget.

*Program-level curriculum review:* Chair Adler announced that the Local Curriculum Committees (LCC) are receiving curriculum with errors and courses that would benefit from program-level review. She asked that there be a review of curriculum by a program curriculum committee, if one is included in the program bylaws, prior to submitting items to the LCC. If programs do not have such a program curriculum committee, she encouraged programs to consider adding one to their Program Bylaws in a future revision.

Dean Kohli indicated that she would be working with AVP Dennis Downey to identify a Chair to review and approve ‘Ethnic Studies’ courses submitted through the curriculum process.

*Staff Retention:* MAR Darakjy and Dean Kohli are working on a funding plan as a ‘retention bonus’ for staff. She indicated this information had been provided at a recent Chai Chat and she wanted to provide it to the Chairs. A discussion ensued regarding how

the School might retain staff and support new staff members who are not familiar with the academic culture.

*Year End and Multi Year One Time Funding Call:* MAR Darakjy reminded Chairs of the March 31 deadline for providing spending plans for EU ‘stranded’ funds (GD975); and the end of April deadline for general fund (GD901) spending plans. She stated that she was also working with faculty regarding spending of their start-up funds. In addition, Dean Kohli indicated that she was getting questions regarding why IRA and MSFT funds had not been spent. She asked Chairs to reach out to their faculty to encourage them to spend these funds and to submit a spending plan to their chairs.

Dean Kohli indicated that Kirk England had sent an email asking for end of year budget proposals. The Dean’s Office would be submitting a request to replace water-damaged carpeting and a request for a temporary lead analyst (18 month) to centralize functions in the School. She asked that if Chairs had one-time funding requests, they should send them to MAR Darakjy. Dean Kohli indicated that the School would not be asked for a budget request in Fall per past practice because the unfunded GI 2025 proposals would be prioritized in the budget process.

### **III. Discussion Items:**

*Budget:* Dean Kohli shared the achieved FTES and SFR for AY 21-22 and target FTES and SFR for AY 22-23 for each of the three Schools and for UNIV. In AY 21-22, the School of Arts and Sciences achieved 4326 FTES with a SFR of 20.8. This represents a 9% lower achieved FTES compared with the School target of 4429 FTES. For AY 22-23, the School has been given a target of 4429 FTES with a SFR target of 22.5. This year AA is funding all schools in instructional WTUs for tenure-track and non-tenure track faculty and not NTTF dollars. She stated that Provost is asking for departments to achieve their FTES target given the WTUs provided.

Chairs noted the inconsistency of having increased SFR targets while, at the same time being asked to provide classes for learning communities capped at 20 students. They also noted that they would have built a different schedule if this information had been provided back in January. Chairs expressed concern about the impact of the proposed budget on 3-year lecturer entitlements. Dean Kohli indicated that she would not be asking Chairs to redo their schedules. The proposed budget would be reviewed in more detail at the special Chairs meeting 9 – 10:30 AM on Tuesday, March 29. In the meantime, chairs should review their AY 21-22 budget reports and compare it with the NTTF WTUs being proposed in this AY 22-23 budget. Chairs were asked to let her know whether they can reasonably achieve the target FTES with the WTUs provided in this proposed budget.

*Block Scheduling:* Chairs noted that a block scheduling workshop on Friday March 25 was mentioned in an email from Vice-Provost Lavariega Monforti, but that the meeting was not on their calendars. AD Hampton indicated that there was a planning meeting for this workshop on Wednesday, March 23. Chairs expressed concern that a faculty advisory group consisting of Mary Adler, Sean Anderson, and Geoff Buhl had not been invited to this block scheduling planning process. AD Hampton should advocate for this inclusion.

*Road Maps:* This item was deferred to the next Chairs meeting.

*Freedom and Justice Studies (FJS):* This item was deferred to the next Chairs meeting.