



Arts & Sciences Chairs Meeting
Tuesday, April 19, 2022
9:00-10:30 via Zoom
Meeting Minutes

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

Guest: Tiina Itkonen

I. Time Certain: Prof. Tiina Itkonen, Timely Communication of Text-Based Materials

Prof. Itkonen attended the meeting in her role as a liaison between faculty and the Disability Accommodations & Support Services (DASS) office. In this role, she interfaces with faculty and DASS in support of CI students who have an accommodation. She requested that a [handout](#) be distributed by chairs to faculty in their programs in preparation for the Fall semester and she offered to attend departmental meetings. Faculty are requested to provide textbook information for the Fall semester no later than two weeks before finals week per Senate Resolution 06-07. Textbook information is submitted using the Follett Discover application in the MyCI portal. Courses that utilize OpenCI textbooks are also asked to submit this information using the app. DASS must generate an accessible version of textbooks and other course materials for students receiving certain accommodations. This can be a time-consuming process. If students do not gain access to accessible course materials, they have a right to have their examination schedule adjusted to postpone testing dates. Faculty who have questions about accommodations are encouraged to reach out to her or to DASS.

II. Approval of Meeting Minutes:

Meeting minutes for the March 22 were approved as amended. Minutes from the April 5 meetings were approved.

III. Information Items

Year-End Requests: Dean Kohli shared a spreadsheet of year-end requests and their status. Arts and Sciences requests for equipment and equipment maintenance were approved in the amount exceeding \$273K (largely for Chemistry). Some of the other requested items were recommended to be submitted for MSFT funding consideration. Chairs noted that some of the items recommended for MSFT funding had already been

denied. Dean Kohli noted other funds could be used to purchase items that had been requested but denied.

AFS Update: Dean Kohli announced that Raquel Baker has agreed to be the coordinator for the Africana Studies program. She noted that the AFS program is housed in the History department with the goal of transitioning it into an independent program.

Reassigned Time: Dean Kohli indicated that Academic Affairs would develop a process to consult with chairs prior to reassigned time being provided. Chairs indicated that they were often not notified when faculty have applied for reassigned time through RSCA. Conversation ensued and chairs pointed out numerous issues regarding reassigned time being given without their consultation. These included:

- Reassigned time is provided after the schedule of classes has been created and without notification.
- Lecturers are negatively impacted by late notification of work opportunities after already having been told that no work was available.
- Some lecturers in hard-to-hire fields have already accepted alternative work.
- Additional workload on Chairs due to the need to adjust the schedule.

Chairs recommended the following:

- Formal notification to chairs of reassigned time so that they can anticipate potential changes to the schedule.
- A deadline by which reassigned time is awarded, ideally in advance of students registering for classes.
- Appropriate calls to all faculty to indicate interest in leadership opportunities that come with reassigned time.

Dean Kohli announced that the Provost committed to a 12-month chair for the Psychology program.

Department Honors Reception: This item is a follow-up to the last meeting where the chairs asked the Dean to look into hosting an Arts and Sciences specific program honors reception (since the university cancelled the Honors Convocation). Dean Kohli announced that as a result of the short time frame for planning, the unavailability of a campus spaces for a program awards reception, and limited staffing resources, that it was not possible for the School to host a program honors reception. Chairs asked for information about which students are eligible for program honors. AD Hampton will secure this information for programs.

Retiree Recognition (current and future plans): Dean Kohli asked for a conversation regarding whether the School would like to have a formal recognition for retirees, including lecturers. She suggested that a taskforce might be created to plan such a ceremony.

Email Woes: Dean Kohli indicated a campus email announced issues involving students not receiving email appear to have been resolved. Chairs indicated that the problem was persisting and that she would follow-up on this matter.

Title IX Training Compliance: Dean Kohli spoke to the importance of faculty completing the mandatory Title IX training to bring the campus into compliance with requirements. Chairs expressed great concern about students who have not completed Title IX training having a hold placed on their account and being unable to enroll. Dean Kohli said that there is some conversation about managing this problem and enabling students to enroll.

IV. Discussion Items:

Chairs spoke to how the campus has eliminated opportunities where faculty and staff could come together and celebrate collectively. They spoke to how events such as the after-graduation party, the holiday party, and library celebration of faculty accomplishments served a valuable function in allowing the campus to come together and celebrate accomplishments. They requested that more events for bringing community together continue to take place. Chairs requested a university-wide faculty meeting to raise issues regarding core CI values and their erosion. Dean Kohli suggested that this issue be brought up with Senate leadership.

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.