



**Arts & Sciences Chairs Meeting**  
**Tuesday, May 3, 2022**  
**9:00-10:30 via Zoom**  
**Meeting Minutes**

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

**Absent:** Greg Wood

**I. Approval of Meeting Minutes:**

Meeting minutes for the April 19 meeting will be distributed for approval at the next Chairs Meeting.

**II. Information Items**

*Certify:* MAR Darakjy asked that all Certify expense claims be routed to her for approval.

*Items for Newsletter:* Dean Kohli asked chairs to talk with their faculty about submitting items for the School of Arts and Sciences Newsletter. Items can be sent directly to Katie Elder (katherine.elder@csuci.edu) or via a [GoogleForm](#). Photos are encouraged.

*Update on Searches:* MAR Darakjy provided an update on searches within the School. Carol Lucas has been hired to provide support across the school. The Ethnic Studies and Physics Laboratory Technician searches are in the final stages of recruitment and the Biology Analyst position opened for applications.

*Year End Spending:* MAR Darakjy reminded chairs that the fiscal year is coming to a close, and that year-end deadlines are approaching. She asked chairs to provide plans for their balances, especially for GD901, and she offered to work with the chairs to provide them with their balances. She asked chairs to submit requests for any reimbursements as soon as possible and reminded them to try to avoid out-of-pocket expenses which would require reimbursement.

*A&S Year End Celebration:* AD Hampton announced that the School would hold a year-end celebration for faculty and staff and their families on Sunday, May 15, from 2 – 5 pm at Bob Kildee Community Park, Picnic Area #1 on Temple Avenue near the Camarillo Boys and Girls Club (intersection of Temple Avenue and Ponderosa Drive). Additional information about this event will be forthcoming. Food will be provided compliments of the Dean's Office. Individuals are welcome to bring their own alcoholic beverages.

*Charting Our Course:* Chairs drew attention to the Charting Our Course Multi-year Academic Plan that was recently distributed by Provost Avila. The plan outlines new programs to be brought on-line as well as changes to Academic Senate committees and how schools and departments are organized.

Chairs asked Procurement practices be added as an agenda item. They expressed frustration about the lack of consultation when decisions are being made about updating campus processes.

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

*Freedom and Justice Studies (FJS):* Dean Kohli indicated she was open to a discussion regarding the Freedom and Justice Studies minor. This minor was proposed to be housed in the Anthropology program. Chair Delaney spoke to her support for the program and willingness to house the FJS program. She suggested that the new cluster hire faculty might be interested in teaching FJS courses. Dean Kohli indicated that resources would be provided for FJS that are in addition to what has been provided for the Anthropology program. She noted that Anthropology would receive the FTES for FJS instruction.

*Road Maps:* Dean Kohli asked chairs to have a conversation with their faculty regarding the intent of the program roadmaps and asked that programs update their roadmaps. She offered to attend a department meeting to talk about the connection between roadmaps and block scheduling. Chairs noted the implementation of the new degree planner module was an opportunity for a cross-divisional conversation regarding how we communicate to students regarding the potential pathways to degrees.

*Budget:* Dean Kohli announced that program budget reports would be made available in early to mid-June. This delay was due to the School receiving budget information late from Academic Affairs. She indicated that she is not entirely certain of the consequences this year of budgeting by WTUs. She noted that the Fall 2022 Schedule had already been created and that chairs are not being asked to create a new schedule in response to the budget. Dean Kohli instructed chairs to bring any questions about their budgets to her or to Trina. She noted that, in some cases, chairs had higher lecturer entitlements than WTUs provided in the budget. She indicated that there is no intention to not renew three-year full-time lecturer contracts and that she had raised the issue of other lecturer entitlements with the Provost. Dean Kohli asked chairs to maximize FTES while having responsible class sizes. She indicated she would move around WTUs and FTES to support maximizing school-wide FTES.

Chairs asked about travel funding and whether it would be included in their budgets. Dean Kohli noted that with the new travel policy being implemented, the guaranteed travel funds to individual faculty would no longer be in programs' budgets.

Chairs expressed a number of concerns about the budget. These included:

- Meeting the entitlements of three-year part-time faculty and other lecturers.
- The difficulty of recruiting lecturers from what is a limited regional pool of candidates.

- The impact of low caps (20 seat capacity) on courses included in Learning Communities and the need to have higher caps on other courses in their program to offset these low caps.
- A lack of transparency around how the School's budget had been established by the Provost's Office budget officer.

Dean Kohli stated her commitment to transparency in the budgeting process and indicated that the budget she had distributed used the formulas provided by the Provost's Office. She noted that if programs are concerned about being able to achieve their FTES targets or are having challenges hiring faculty, that they should reach out to the Dean's Office for assistance.

A discussion ensued with chairs expressing broader concerns. These included:

- Higher DFW rates from pre- to post-COVID, including sections taught by strong instructors, and how students are not returning to campus.
- Low per-student spending.
- High numbers of students requesting to drop a class.
- Low student engagement and poor attendance in classes.
- Challenges with student mental health and behavior.
- On-line classes filling faster than in-person classes.
- Low morale within the faculty.

Dean Kohli indicated that chairs could add on-line sections if they felt they were needed.

Chairs recommended the following:

- Additional resources be provided by the Provost's Office to support Learning Community courses.
- Transparency regarding the calculations of tenure-track and non-tenure-track WTUs.
- A campus-wide dialogue regarding broader implications of the campus' enrollment, for example the impact of COVID, college affordability, and newness of the campus.
- A campus-wide dialogue regarding DFW rates and retention of students.
- A need to re-establish community and "presence" on campus to increase engagement.

Dean Kohli asked whether the Chairs would like to invite Michelle Hasendonckx to a future Chairs' Council meeting to learn what the campus is doing regarding student success.

*Return to Face-to-Face Chairs Meetings:* Dean Kohli indicated an interest in returning to face-to-face Chairs' Council Meetings in the Fall. Some chairs asked for an ability to have hybrid meetings.

*Inculcating Lecturers into Departmental Culture:* Dean Kohli encouraged chairs to consider what concrete actions they could take to integrate lecturers into their departments.

*Issues of Accommodations in Classrooms:* Dean Kohli reminded chairs that only Disability Accommodations and Support Services (DASS) can identify accommodations for students. Faculty should not feel that they must adjust assignments or modality in response to student requests, or to provide accommodations requested by students that are not identified by DASS.

*CSU-Wide Enrollments:* Dean Kohli presented system-wide data regarding Fall 2022 admissions. Many campuses are experiencing significant declines in the numbers of freshmen and transfer student indicating an intent to enroll.

*Procurement Issues:* AD Hampton indicated that a meeting would be scheduled with impacted Chairs regarding the procard handbook prohibition on the purchase of hazardous chemicals and biologicals. Chairs were asked to have their faculty and staff use blanket purchase orders to make purchases of low hazard chemicals and biologicals, as opposed to using a procard.