



Arts & Sciences Chairs Meeting
Tuesday, May 17, 2022
9:00 – 10:30 via Zoom
Meeting Minutes

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

I. Approval of Meeting Minutes

Meeting minutes for April 19 and May 3 were approved.

II. Information Items

Thank you to Chairs: Dean Kohli expressed appreciation to the Chairs for their service to the students, faculty, staff, and programs. The Dean offered gratitude to Frank Barajas, Christina Smith, and Liz King for their contributions as Chairs as these individuals will complete their terms Spring 2022. Sunghie Nam was recognized for accepting the Interim Chair position mid-academic year.

Chairs Summer Work: MAR Darakjy will issue a MOU to Chair detailing the scope of work expected during the summer.

Staffing Update: MAR Darakjy announced that a Support Coordinator for Math has been hired and pending offers have been issued (Program Analyst for Nursing and Health Sciences, Program Analyst for Ethnic Studies, the Dean's Administrative Analyst, and a Lab Tech for Physics). There remains one open Program Analyst for Biology. MAR Darakjy anticipates having a full staff by the end of June. Dean Kohli reminded Chairs to speak with faculty about welcoming staff and supporting staff retention efforts.

Dean Kohli and MAR Darakjy submitted IRP for permanent analysts and support coordinators to receive 3-5% increases. New hires are also receiving more competitive offers.

MAR Darakjy is planning a three-day professional development workshop for support staff in July. Chairs are welcome to attend the training and will receive the workshop agenda.

Dean Kohli announced that two additional staff positions will be added to the school and there are plans to eliminate shared positions. Chairs were asked to share their staffing concerns with MAR Darakjy.

Dean Kohli and Chairs acknowledged MAR Darakjy for her effective work with staff, procurement issues and the budget.

A & S Summer Reading: AD Hampton asked Chairs to submit recommendations for the A&S Summer Reading Program by June 3. Works aligned with Collective Vision 2025, DEI and student success are preferred.

Budget: Dean Kohli addressed the budget model and is working to cover the gap between the cost of a faculty member being reassigned and the cost of replacement. Budget reports will be issued to the Chairs.

III. Discussion Items

COC: It was noted that the Academic Senate is the medium for presenting faculty input and the avenue for addressing topics that impact faculty life.

Dean Kohli noted that the curriculum review process is defined, and new program proposals involve the dean. Academic Senate will issue a memo reaffirming the standard curriculum review procedures and approval processes. Faculty will be involved in the approval process.

Chairs were reminded that proposed changes to policy are routed to PPC if the policy extends to external departments. Internal policy development is managed within individual departments. The breakdown in this process occurs due to a lack of understanding of how faculty are affected by policy. The Chairs would like Dean Kohli to address with the provost the fact that certain policies are created within divisions without the input of faculty.

Topical Items: A chair noted the need to review AB1705 which will affect community college transfer students and impact STEM programs. Dean Kohli encouraged Chairs to stay informed and referenced an email sent regarding the Buffalo mass shooting and the *Los Angeles Times* article on Sawyer and Title IX.

Summer Responsibilities: A chair encouraged others to thoroughly read the Charting Our Course plan to support and guide faculty service participation during the summer. Chairs would appreciate receiving a specific list of tasks and timelines for summer.

Chairs may also wish to meet with faculty to determine which scholarship and engaged service strategically align with their program.

Dean Kohli advised the Chairs to develop strategies to redirect faculty toward research and noted that funds will be available to faculty who are interested in engaged scholarship options in summer.

Facilities: Upcoming work includes repair of water main break at Aliso, asphalt treatment, a campus-wide electrical shutdown on June 11, and the closure of Camarillo Street in July due to water issues.

IV. Additional items:

A&S Year End Celebration: Dean Kohli offered appreciation to all involved in planning and attending the celebration on May 15. The picnic was well attended with close to 100 attendees and there were requests for this celebration to be an annual event. Chairs also participated in a happy hour session. Every effort will be made to ensure events are not scheduled in conflict with departmental events.

Department Year End Celebrations: Chairs shared details of departmental gatherings to honor graduates.