

Arts & Sciences Chairs Meeting
Tuesday, October 20, 2020
9:00-10:30 am, via Zoom
Minutes

In attendance: Vandana Kohli, Chanda Cunningham-Spence, Stephanie Guerrero, Mary Adler, Liz King, Christina Smith, Frank Barajas, Sean Anderson, Kimmy Kee-Rose, Andrea Grove, Geoff Buhl, Erich Fleming, Dana Baker, Colleen Delaney, Jose Alamillo, Sonsoles deLacalle, Michael Soltys, Blake Gillespie

Absent: Lynette Landry, Antonio Jiménez Jiménez

I. Approval of Meeting Minutes

Meeting minutes approved from October 6, 2020.

II. Information Items

GE Area D Update

Dean Kohli shared that no final decisions have been made regarding Ethnic Studies at the GE level and the specific misrepresentations/interpretations that have been voiced regarding AB1460. She asked the group to wait until more guidelines are in place until determining consequences specific to their programs.

Return to Research & Work from Campus Requests for Spring 2021

In anticipation of spring semester, AD Hampton will re-distribute to Chairs the two form template requests for faculty who want to: 1) work from campus and/or 2) submit a Return to Research request. Those who already completed the necessary paperwork for Return to Research and received approval for Fall '20 may resubmit the same forms but are required to inform their Chair that they would like to continue in spring. Individual faculty requesting first-time access to work from campus for the first time should be sure to provide explanation of their needs to access campus and the challenges faced working remotely.

Taskforce Recruitment

Following-up on the previous discussion of A&S Taskforces for Faculty Awards and Spotlight on Research, AD Hampton asked for volunteers to work with him in leading this school-wide initiative. Chairs de Lacalle, Soltys and Anderson (need to confirm) agreed to join the efforts for recognizing faculty's research. A volunteer is still needed for the Awards taskforce.

Equity-Minded Bylaws

Dean Kohli provided a brief update on the work she is doing with Chairs Alamillo, Adler, Buhl, and Delaney to develop equity-minded program bylaws. The taskforce has currently looking at some tools for equity-minded language. Kohli encouraged the Chairs to reach out to any of their colleagues who may have done this type of work to seek helpful advice for the group as it continues to move forward in this task.

A&S Town Hall

In reference to the Town Hall presentation which presented data related to graduation and student success from the CSU Dashboards, Dean Kohli asked Chairs for their feedback on the information and also informed the group that prior to the end of the academic year, every Chair/program will have a department report provided to them.

Financials Access

Manager of Academic Resources (MAR) Cunningham-Spence shared that she is currently developing a process guide for Chairs to learn how to navigate the Financials Warehouse database and to run various reports. After gathering staff input on the process guides, MAR Cunningham-Spence will be distributing these materials within the next few weeks and offered to train Chairs 1:1 or in groups, to which Chairs Anderson and Gillespie volunteered to receive the first round of training.

Faculty Concerns

Dean Kohli asked Chairs to work with their junior faculty to help ease the level of anxiety resulting from these challenging times. She asked Chairs to reach out to all faculty and acknowledge the complexity of the work they are doing while juggling family life and small children at home. Some lecturers have expressed regarding when they will have confirmation about spring employment, and Dean Kohli asked Chairs to provide some timeline regarding when they are likely to make a decision regarding class cancellations. Some programs, for example, such as Art/PA have late enrollment patterns as students enroll more slowly, and therefore cancel classes later than other programs who have a more typical enrollment pattern. Chairs should use their experience to inform their faculty on the strategies of timing in their decision-making. The importance of shared governance at the department level was also emphasized, and Dean Kohli encouraged the need for Chairs to consult with faculty and provide opportunities for input at all levels.

III. Chairs' Items

CSU Early Exit Program

Chairs asked for clarification on the Early Exit Program for faculty and how the timeline will affect their completion of the semester if, according to the program, they are able to end work by December 1. Frustrations were also voiced regarding the timeline of these announcements, as the information was provided with very short notice. Chairs asked what their specific responsibility/role is in this process, and when they should expect to be informed about their faculty being accepted for Early Exit. Dean Kohli eased concerns by sharing that so far, a very small number of faculty in A&S have opted to participate and the deadline will soon be closing on October 25. A question was raised about whether applicants are automatically granted Early Exit, to which it was clarified that there is a limited pool of funding and not all requests are guaranteed.

Institutional Data

Chair Barajas requested if a reference sheet could be created with basic instructions about how to access the various databases available on campus. Chairs have not received formal PeopleSoft training or information how to be proactive in utilizing data across campus, and more often come across information by word of mouth. As CI's Institutional Research office was recently

absorbed into another area, there is limited access to the individual on campus who is able to pull specific datasets. Chairs expressed their frustration at the lengthiness of waiting to receive relatively simple requests for information, having been told that wait time would be six to nine months.

Chair Soltys shared his experience working with Academic Advising to receive data specific to majors in Mechatronics, and how he has been able to use this to the benefit of the program's growth and schedule building. He provided a brief overview of the spreadsheet format and specific data he is tracking, and shared that the most challenging aspect is maintaining fresh and accurate data. Dean Kohli encouraged Chairs to reach out to the Advising office to ask for help as they have the capacity to provide data specific to students' coursework. MAR Cunningham-Spence also agreed to provide Chairs with a list of PeopleSoft queries they are able to use to pull data reports. Also emphasized was the need for more reliable data in making decisions on a schoolwide or division level, as the quality of information going in can be problematic when not entered correctly or accurately maintained.