



Arts & Sciences Chairs Meeting
Tuesday, October 26, 2021
Zoom Meeting
Meeting Minutes

In attendance: Vandana Kohli, Phil Hampton, Liz King, Dana Baker, Stephen J. Clark, Frank Barajas, Andrea Grove, Geoffrey Buhl, Jose Alamillo, Mary Adler, Lynette Landry, Brian Thoms, Sean Anderson, Kimmy Kee-Rose, Blake Gillespie, Erich Fleming, Greg Wood, Sonsoles de Lacalle, Colleen Marie Delaney, Christina Smith.

- I. Approval of Meeting Minutes:** Minutes for the September 21 and 28, and October 12, 2021 Chairs Council meetings were approved.

II. Information Items

HSI SMART Grant Presentation: Chair Gillespie reported on his NSF IUSE grant entitled “STEM Model for Advancing Research and Teaching (SMART).” The key activities on the grant include providing a STEM Orientation to freshmen and transfer students, engaging learning assistants/ peer educators to support high DFW STEM classes, and employing undergraduate students as research fellows. Evaluation of the grant work focuses on the impact of grant activities on students’ math/test anxiety and student belongingness.

Oil Spill Update: Chair Anderson provided an update on his work with the recent Orange County oil spill. He reported on how the spill was related to the pandemic and increased numbers of ships anchoring off-shore. The pipeline was apparently damaged by being dragged by a ship anchor. He indicated that the size of the spill fortunately ended up being about 20% of original estimates.

External Entities and External COVID-19 Test Reporting: AD Hampton announced that visitors to the campus for classes as well as volunteers must submit COVID-19 vaccination verification through a new Qualtrics site:

- *External Entity - CSUCI COVID-19 Vaccination Card and Negative Test Upload Site:* https://csuci.qualtrics.com/jfe/form/SV_bxvPZSW2S9FOty6

III. Discussion Items

Merit Salary: Dean Kohli noted a memo from the Provost outlining how merit salary increases would require the Dean’s approval. Chairs indicated letters sent to faculty only

addressed salary increases based on equity. The memo from the Provost indicated that salary increases based on merit should be an extremely rare occurrence. Dean Kohli asked programs to provide guidance to her on how the Dean might evaluate requests for merit salary increases. She inquired whether the PPS might be a mechanism to provide such guidance. Chairs expressed concern about how revision of the PPS is time-consuming and involves the URTP Committee. Therefore they do not recommend revising the PPS instead this should be handled by the Dean.

Distance Education: Dean Kohli discussed recent email messages from AVP Dennis Downey and AVP Jennifer Perry regarding WSCUC approval for distance education. She indicated that she expects additional clarity on this matter being provided by the CO. If 50% or more of a degree program's units, including GE, can be completed through distance education (e.g., on-line), then WSCUC requires that program to apply for approval through the Substantive Change process. Campuses continue to have temporary authorization for remote instruction for Spring and Summer 2022. Chairs asked whether WSCUC considers a hybrid course as being on-line. Although a hybrid class is considered in-person for the purposes of the CSUCI class schedule, WSCUC considers a course that has an on-line component to be distance education. Chairs expressed concern about whether having only one of several sections offered on-line meant that requirement could be met on-line. According to WSCUC, that requirement would be able to be completed on-line and would count toward the 50%. Chairs indicated that they have no control over how GE classes are offered. With GE classes being offered on-line in each GE category, there would inevitably be a path by which a student could complete their GE on-line. Chairs inquired whether courses taken at community colleges or at other CSU campuses also count toward the 50% requirement and asked whether there was a downside to submitting an application to WSCUC for substantive change. Dean Kohli asked programs to alert her if their curriculum will continue to be above 50% on-line in Fall 2022. Chairs expressed concern about the timeline given that the Fall 2022 Schedule of Classes would need to be submitted in February 2022 and that programs may need to vote to declare courses as being only taught in-person to address the 50% requirement by WSCUC. Dean Kohli indicated that her office would create a database of courses and the modality they were offered in past semesters. Programs could then examine this information and determine which courses are more appropriate to offer in-person vs. on-line and codify this decision with a vote. This topic will be an agenda item for the November 9, 2021, Chairs Council Meeting.

Changes in IRA: Dean Kohli asked whether Chairs had any feedback on the email from Academic Planning and Budgeting (APB) regarding changes to the IRA process. Chairs have heard concerns expressed by faculty and support coordinators related to honorarium paperwork and how they would know if honoraria were paid. They inquired about the process and accountability for such reporting. Chairs asked whether a change in an IRA proposal resulting from COVID would require approval, e.g. having multiple speakers presenting in an on-line forum instead of a single, in-person speaker.

Summer Bridge Program: Dean Kohli indicated that the Provost was willing to bring together individuals for a discussion regarding which courses should be offered in the proposed Summer Bridge Program. She expressed an interest in having "sense of belonging" as a component of courses offered in the program. Chairs expressed concern

about offering a condensed program for students who were already identified as being at-risk. Chairs noted an erosion of core skills of students and indicated that the Summer Bridge Program might be used to build such skills.

IV. Chairs' Items

Tenure Track Faculty Travel Arrangements: Chair Buhl provided an update on this agenda item indicating that Donna Flores in Faculty Affairs would be making all candidate travel arrangements. Dean Kohli requested that candidate CV's be provided to her at least a week in advance of their visits to campus.

Staff Hiring: Chairs requested an update on the various searches that are underway within the School. Dean Kohli reported on the Manager of Academic Resources, Associate Dean, and Dean's Office Analyst searches and indicated that searches are underway for replacements for Alex Padilla and Stephanie Chavez.

Transparency and Tenure-Track Searches: Chairs expressed concern about a perceived lack of transparency regarding the tenure-track searches, including the membership of the DSCs not being announced. They inquired whether candidates invited to campus would be announced publicly.