



Arts & Sciences Chairs Meeting
Tuesday, November 9, 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, Brian Thoms, Sean Anderson, Kimmy Kee-Rose, Erich Fleming, Greg Wood, Sonsoles de Lacalle, Colleen Marie Delaney, Christina Smith, Blake Gillespie.

Absent: Lynette Landry.

- I. Approval of Meeting Minutes:** Meeting minutes for 10/26/21 will be distributed to Chairs for review after today's meeting.

II. Information Items

- *Faculty Certification of Vaccination Status:* Dean Kohli reported that she received email messages from HR regarding faculty who have not reported their vaccination status. The deadline for compliance was 11/5/21. If documentation is not uploaded by 9 AM 11/12/21, faculty will be issued a formal letter of reprimand by Provost Avila and temporarily suspended of teaching and presence on campus.
- *Death of Amy Bellomy:* An announcement will be coming out from the Dean's Office regarding the passing of Amy Bellomy, a lecturer in Nursing and Health Science.

III. Discussion Items

- *Distance Education:* This topic was postponed to later in the meeting.

IV. Chairs' Items

- *Faculty Travel Support (Buhl):* Chair Buhl asked about whether there are centrally-held travel funds. Dean Kohli indicated that the Provost has shown an interest in providing up to \$2000 per faculty member for travel. This travel policy has been reviewed by AAC but not yet disseminated. Chairs requested information about the process for requesting travel and whether the approved travel would include travel for the purposes of conducting research (not for conferences).
- *Hiring Out of State Faculty (de Lacalle):* Chair de Lacalle expressed concern about the draft policy regarding hiring of out of state faculty. Dean Kohli indicated that she would provide more information about his matter when she receives it.

- *Distance Education*: Distance Education is not a time-sensitive topic and Dean Kohli said she had no new information to provide. Chair de Lacalle asked what the questions were related to distance education and what messaging was being provided to students regarding whether programs were distance learning or not. Dean Kohli asked programs to review what percentage of their courses could be offered on-line. She indicated that there was no additional information to report and asked Chairs to identify what questions they have on this matter. She suggested a meeting with Jenn Perry and Dennis Downey early in the Spring semester to address questions from Chairs.
- *GI 2025 Proposals (Smith)*: Chair Smith asked about the status of the GI 2025 Call for Proposals. Proposals are due to the Dean's Office on Friday, November 12. A maximum of ten proposals can be forwarded by the School of Arts and Sciences. Chairs expressed frustration regarding the short turn-around for these proposals given the numerous commitments that they were addressing. Chairs provided updates on numerous proposal ideas:
 - *DFW Proposal*: Chair Smith reported on her work on a proposal and indicated that she would send the proposal out to all faculty.
 - *Transfer Cohort/Learning Community Building Student Success*: Chair Rose indicated that Psychology would be submitting a proposal for funding for their transfer learning communities.
 - *How to Read Complex Text*: Chair Adler discussed this English Program proposal which would involve a pilot group of faculty.
 - *Staff Proposal*: Dean Kohli indicated that the Dean's office would be developing this proposal to expand staff support in the School.
 - *Chairs' Reassigned Time for Student Success Work*: Dean Kohli stated that this proposal would also be developed by the Dean's Office.
 - *Learning Community*: Cut and paste from older proposal, practice in Psychology and consider scaling up. Kimmy said Phil reached out to her.
 - *Student Success Behaviors*: Chairs indicated they expected higher DFW rates this semester and discussed how it is important to encourage student success behaviors, e.g., attending class, turning in assignments, messaging around probation, Dean Kohli indicated that focus groups will be run by Student Affairs to try to find ways to support student success.
 - *Class size and Tenure Density*: Chairs inquired about whether freshmen class enrollments might be capped at 24 students.
 - *Sense of Belonging and Students Being Successful*: Dean Kohli encouraged Chairs to reach out to their faculty to gather information related to this topic so that information presented to students has been developed with program faculty perspectives included.
- *Community and 'Collegiality' (Gillespie)*: Postponed to the next meeting.
- *Structures to Support New Faculty (Gillespie)*: Postponed to the next meeting.