

Arts & Sciences Chairs Meeting
Tuesday, November 19, 2019
9:00-10:30 am, Madera 2381
Minutes

In attendance: Vandana Kohli, Cindy Wyels, Stephanie Guerrero, Sean Kelly, Mary Adler, Liz King, Christina Smith, Blake Gillespie, Nancy Mazingo, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jimenez Jimenez, Michael Soltys, Ivona Grzegorzcyk

Absent: Lynette Landry, Sonsoles de Lacalle, Chanda Cunningham-Spence

I. Approval of Meeting Minutes

Meeting minutes approved from November 5, 2019.

II. Information Items

North Quad Updates

Chairs were informed about the re-envisioning of CI's North Quad area. The university received approximately \$5 million in funding to support the establishment of an early childhood education center, which will function both as a "learning center" and daycare. Chairs were asked to provide feedback/input as the campus moves forward over the next 2-3 year timeline.

CSUB Director Position

Dean Kohli informed Chairs about an exciting opportunity that has opened up at CSU Bakersfield as they search for a "Director of the Energy Resource Center". Kohli forwarded the announcement to Chairs for further distribution to any colleagues or alumni who may be interested in applying for the position.

1:1 Meetings

Dean Kohli asked Chairs to set up individual meetings with her.

Student Pronouns

Associate Dean Wyels reviewed a recent change the CSU has implemented as a step in promoting gender inclusion. Starting in the spring of 2020, students will be able to designate within PeopleSoft their preferred names and pronouns that will subsequently appear on class rosters and other campus records. A live webcast is also being hosted on Wednesday, November 21 for those interested in learning more about the policy and/or further education on the importance of promoting an inclusive learning environment.

FTES/SFR Schedule Updates (see attached spreadsheet)

To facilitate evidence-based decision making in the school, Chairs received a handout reflecting programs' current standing regarding SFR and FTES targets based on fall actuals and spring projected enrollment. Chairs were asked to pay particular attention to SFR and if it is coming in low, look to see where schedule modifications can be made to meet SFR targets. First, consider student needs, next ensure that tenure-track faculty have full workloads, then assign courses to 3-year lecturers per entitlements, and continue meeting entitlements as available work allows. Kohli also reiterated the importance of meeting SFR targets due to budget implications for the school.

Winter Schedules (see attached email)

In preparation for winter classes, faculty teaching during the 19-20 winter session have been asked to publish their course websites in order to allow sufficient time for IT's verification of technical performance. Over the winter and holiday break, IT and TLI support will be limited. Due to the majority of courses being offered online, instructors are highly encouraged to post their content prior to the end of fall semester.

Chairs were asked to distribute the email from Dean Ozturgut to any faculty in their programs who will be offering a winter course.

Roadmaps

Chairs were asked to provide any final corrections or edits to 4-year roadmaps via email to Daniel Martinez (with a copy to AD Wyels) by **December 9**, after which they will go live on the Arts & Sciences website and a link will be distributed for programs to include on their respective websites as well. Roadmaps will be used to facilitate accurate advising for students, both by departments as well as professional advisors for timely degree completion. In response to Chairs' concerns, Dean Kohli asked Chairs for specific cases of mis-advisement to improve outcomes and accountability in ensuring that the Academic Advisors are on the same page as the program. Kohli also expressed that the six new advisors dedicated specifically to A&S would be in regular communication with her to address any issues brought forward by Chairs.

TT Travel on Forms

Dean Kohli informed Chairs that the form for requesting new funding for tenure-track faculty travel is now available. She has been informed that lecturer travel needs to be funded at the school level, however, A&S does not currently have a budget to provide lecturer support. The Dean is negotiating with the Provost to provide funds to the school in support of lecturer travel.

CERF

CSUCI's CERF accounts were audited and the campus was found out of compliance in over 90% of the instances of spending of CERF funds. As a result, Business & Financial Affairs (BFA) made a decision to temporarily freeze the accounts. The Provost's office will be reviewing all encumbrances charged to TH920 to ensure compliance. Moving forward, over the remainder of the fiscal year, the University will work on the development of a cost recovery and allocation plan for CERF funds to ensure compliance and sustainability of Extended University (EU) programs.

Chairs mentioned that they were told in a recent meeting with the Provost that a form would be created for requesting permission to use CERF funds if expenses fall within allowable spending. Dean Kohli has not been made aware of any such form as of yet. She instructed Chairs that if their request is pressing, then they should send that request to her via email so that alternative funding may be identified. Chairs expressed extreme concerns over how departments will be able to operate without the availability of CERF funds. Dean Kohli assured that the policy on most campuses is to convert revenue generated from CERF into general funds to allow greater spending flexibility.

Taskforces

Dean Kohli asked for the formation of two taskforces: one for developing guidelines for funding lecturer travel; and a second for prioritizing the allocation of reassigned time. Chairs agreed to both, and also noted that it would be good to develop more clarity within the school around the various classifications of reassigned time.