



School Of
**ARTS &
SCIENCES**
C H A N N E L
I S L A N D S

**Arts & Sciences Chairs Meeting
November 29, 2022
9:00 – 10:30 am via Zoom
Meeting Minutes**

In Attendance: Mary Adler, Jose Alamillo, Sean Anderson, Dana Baker, Raquel Baker, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Stephen Clark, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Lynette Landry, Marianne McGrath, Michael Soltys, Bryan Swig

Absent: Greg Wood

I. Meeting Minutes

Approval of minutes for the November 15 meeting was scheduled for review on December 6.

II. Information Items

Facilities Update: LSO Swig announced a newly renovated classroom, 1550 Del Norte, will be available for the Spring semester. This space is designed as a STEM active classroom with modular and mobile furniture with a capacity for 32 students.

The following events are scheduled on campus during the week of November 28:

- 11/29 Student Art Sale in the Central Quad
- 12/1 CSUEU Meeting
- 12/2 Computer Science Capstone Showcase
- 12/2 Performing Arts events

Trainings Update: AD Hampton announced there are outstanding trainings due for a small group of faculty. Chairs were asked to remind faculty to complete trainings. Chairs provided the following factors that may impact faculty training completion:

- Lack of time and longstanding sense of unsustainability of the workload.
- The trainings are the same year after year, it would be beneficial if the courses provided new and current information.
- Title IX training is triggering for those who have experienced sexual harassment.
- Faculty may not understand the value of the trainings.
- Training requests are sent while faculty are off-contract.

Spring textbook orders: AD Hampton asked Chairs to encourage faculty to submit textbook requests through Follet Discover in the MyCI portal.

TIVO: AD Hampton noted transfer student orientation sessions will be held December 1 and 2.

III. Discussion Items

IRA: Chair Grove announced the 2022-2023 IRA Committee's decision to reduce UNIV 392 funding, while providing the Learning Resource Center (LRC) and Writing & Multiliteracy Center (WMC) with a substantial IRA enhancement. Chairs questioned the benefit of redirecting instructional related funds to support the LRC and WMC. Dean Kohli will continue to advocate for IRA funding to be used for co-curricular activities.

Video streaming: Chair Adler shared that, beginning in the Spring semester, the library is unable to offer streaming media services due to copyright restrictions. The library is working to provide more steaming media options and referred faculty to a list of databases to use. Dean Kohli will meet with Dean Virtue to expedite the urgency of resolving this matter before the start of the Spring semester.

Schedule and enrollment update: Chairs provided the following Spring enrollment updates:

- Classes with a traditionally higher enrollment are experiencing low enrollment.
- Students are not enrolling in capstone courses.
- Students are concerned about scheduling conflicts and are not finding the classes they need to accommodate work schedules.
- Electives were added to the schedule at the request of administration and are not filling up, which may lead to classes being pulled and workloads juggled again.
- Confusion exists over Learning Community classes and enrollment capacity.
- Enrollment holds are still a significant factor and will not help retention.

Dean Kohli announced that President Yao is delaying decisions about the Fall semester FTES projections until January. She noted that, if the current trend continues, the University will be looking at about 4,000 annualized FTES this academic year. CI will be short of the funded target of 6135 by about 2100 and is projecting a 24-25% enrollment decline. However, if current spring numbers hold, the University may be facing a 30-35% enrollment decline. The school is below the new Spring target of 3741 and is currently at 70-72% of that number. But she was hopeful that numbers would pick up.

Dean Kohli suggested that Chairs exchange ideas on how to strategize on methods for increasing enrollments, such as offering online sections, in addition to face-to-face sections, unless there are curricular issues that require a class be taught in person. She encouraged Chairs to check on enrollment numbers daily and be aware of trends. Dean Kohli anticipates Provost Avila may provide guidance on how to manage low enrolled courses in January.