



Arts & Sciences Chairs Meeting
Tuesday, December 14, 2021
Zoom Meeting
Meeting Minutes

In Attendance: 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, Sonsoles de Lacalle, Colleen Marie Delaney, Christina Smith, Vandana Kohli, Phil Hampton

Absent: Blake Gillespie, Lynette Landry, and Greg Wood

- I. Approval of Meeting Minutes:** Minutes for the October 26 and November 9, 2021 Chairs Council meetings were approved.

II. Information Items

Travel: Dean Kohli announced that a new travel process is being developed and that she will provide more detail when it is available. Travel for research (conferences and research activities) is expected to be a focus of the new process.

A&S Welcome Back: Dean Kohli announced that a Welcome Back breakfast will be held on January 21, 2022, from 9 – 11 AM. The event will be a social gathering with no agenda that is designed to thank faculty for the Fall semester.

Canvas Outage: Dean Kohli thanked faculty for their resiliency and willingness to accommodate students during the recent Canvas outage. She asked Chairs to convey that message to their faculty.

Gateway Hall: Dean Kohli encouraged Chairs to remain engaged in the planning for Gateway Hall.

RSCA and Mini-Grants: Dean Kohli announced that a new proposal for how RSCA and mini-grants are handled is under development. Provost Avila has proposed to combine the two grant programs. Dean Kohli asked Chairs to provide their faculty with an update and to encourage faculty to be prepared after the break for a call for proposals to be released.

Winter Intersession: Dean Kohli provided information about the CSUCI Intersession Map for Academic Success (CIMAS) intersession effort. Faculty are asked to identify students who withdrew for the Fall term or who received non-passing grades or

incompletes during the Fall semester. The announcement from the Provost included a link for faculty to recommend students for this program.

Chairs Council: Dean Kohli indicated that Chairs Council meetings will be scheduled every other week starting January 25, 2022. Dean Kohli asked Chairs to hold the “off-weeks” for possible additional meetings.

Staff Departures: Dean Kohli announced that Hilda Ocampo, Mike Mahoney, and Adan Sanchez will be leaving CSUCI. She indicated that overtime is being provided for staff to support programs.

SRPC Meetings: Dean Kohli announced that she has stepped down from the Strategic Resources Planning Committee. There is a SRPC Townhall on Friday, December 17 from 1 – 2:30 PM.

Workload reconciliation: Dean Kohli asked Chairs to ensure that workload has been reconciled for tenure-track and lecturer candidates.

Cluster Hire: Dean Kohli indicated that there was a strong pool of candidates for the cluster hire.

Vacation: Dean Kohli indicated she would be on vacation starting December 20.

III. Discussion Items

Enrollments: Dean Kohli presented data comparing enrollments for Spring 2022 vs. Spring 2021 at Census. She noted that enrollment is currently 777 FTES or 13% below target (6135 FTES). She indicated that the administration is very concerned about the enrollment and indicated that it is critical that Strategic Enrollment Management Committee provide information on program-level successes. She indicated that Students Affairs is collecting data on why students are not coming back. A survey and feedback will be sent to Chairs. Chairs expressed concern about how disengaged students could provide input on surveys like this. Chairs also indicated they had signed many late drop forms.

Chairs asked for guidance regarding low-enrolled classes and when Chairs should be cancelling classes. Dean Kohli indicated the Dean’s Office had not received a directive regarding cancelling low-enrolled classes and that funding will be found to support increased FTES. She offered an opportunity for Chairs to receive compensation to monitor and increase enrollments over January 3 – 21 on an opt-in basis. We anticipate that students will continue to enroll in classes, especially after Fall 2021 grades have been posted. Chairs are asked to continue to monitor enrollments, especially over the January 3 - 21 period before the start of the Spring 2022 semester. Chairs are asked to consider sending an email to students for them to consider enrolling in classes, especially classes at the lower and upper division that are currently under-enrolled. Dean Kohli recognized the love that Chairs have for their discipline and their desire to see them grow. Chairs are asked to send a list of sections of classes that are currently under-enrolled in their

program for which they would like to have assistance in recruiting students. Students will be contacted on behalf of academic programs.

IV. Chairs' Items

Student Disengagement: Chairs expressed concern about student disengagement as reflected in their not turning in assignments, turning off cameras, and not attending class. A discussion ensued.