

Arts & Sciences Chairs Meeting
Tuesday, December 15, 2020
9:00-10:30 am, via Zoom
Minutes

In attendance: Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero, Mary Adler, Liz King, Frank Barajas, Sean Anderson, Kimmy Kee-Rose, Andrea Grove, Geoff Buhl, Erich Fleming, Dana Baker, Colleen Delaney, Jose Alamillo, Sonsoles de Lacalle, Lynette Landry, Blake Gillespie, Christina Smith

Guests: Interim Provost Say & Kirk England

Absent: Antonio Jiménez Jiménez, Michael Soltys

I. Information Items

Data Reference Sheet for Chairs

AD Hampton spoke to a request made by Chairs in mid-October for a reference guide on various data sources on campus. AD Hampton announced that he had created such a guide in collaboration with Manager for Academic Resources (MAR) Cunningham-Spence, and that a Data Sources for A&S Chairs would be distributed following the meeting. This document covers data sources including queries in CI Records, OneCI dashboards, and CSU Dashboards.

Miscellaneous Updates

AD Hampton shared that a program has been developed that analyzes Course Enrollment Reports and generates a low-enrolled section report. Chairs are welcome to reach out to the AD for access to this program.

Chairs will shortly be gaining access to course fee information via the Division of Student Affairs, who will be providing DropBox folder access to view the history of justification for each course that currently includes course fees.

Referring back to current enrollment numbers for Spring 2021, AD Hampton stated that the school is currently gaining about half a percent in enrollment each day. Chairs were asked to keep a close eye on low-enrolled sections. In response to a question about the flexibility of enrollment minimums, Dean Kohli assured Chairs that upper-division sections currently on the schedule which students need to graduate may run at numbers around 8-10, but that sections as small as 2-3 students cannot be afforded.

MAR Cunningham-Spence shared that the two-year schedule templates have been completed and are ready for distribution with updated instructions. The templates reflect each program's Spring 2021 schedule with enrollment numbers as of last week.

In other general updates, AD Hampton shared that the Dean's Office hosted a successful "Collective Vision 2025 Working Group" with A&S faculty and staff on December 4, 2020. For those who would like to provide additional input, links will be sent out to faculty to the

interactive Jamboard websites used during the working group meeting. The A&S Awards and the Spotlight on Research taskforces have made great strides in planning out how these initiatives will be implemented in the spring, with more formal announcements/roll-out to follow.

Spring Planning

Dean Kohli spoke to the recently announced spring semester schedule, with plans for *all* classes to be held virtually for the first two weeks of the semester, following which face-to-face classes will begin meeting in person. Spring Recess will be held as usual, however, with *all* classes returning as solely virtual for the two weeks immediately following Spring Recess. After this two-week period after Spring Recess, in-person classes will start meeting again through the remainder of the semester. The only programs with exceptions to meeting virtually during these periods are Nursing and Health Science internships.

Following this announcement, an in-depth conversation took place surrounding continued concerns about the low levels of enrollment, uncertainty about the optimism being expressed by upper administration, and serious concerns about the ability to meet three-year lecturer entitlements. Dean Kohli spoke to the contractual obligations surrounding lecturer employment and that entitlements must be paid even if there is not a course to be assigned. The alternative decision to reduce lecturers' entitlements via an informal lay-off is not a decision made solely by Chairs and must be done through negotiations at the CSU/union levels.

III. Discussion Items

Academic Affairs Budget Advisory Council (AABAC) Update

Chair Anderson shared that there are no major updates to report at this time, aside from the committee's ongoing work to develop a process in which decisions might be made based on the group's feedback and advisement to the Provost.

II. Chairs' Items

Spring '21 Prospective Tenure-track Searches (Barajas)

Chair Barajas sought clarification on how many tenure-track lines will be approved for searches in the spring and their allocation to academic programs. Dean Kohli clarified the breakdown of the seventeen tenure-track lines that were previously approved. Out of this seventeen, five lines were postponed to AY 20-21 with searches for the remaining twelve faculty positions to have been completed last year (AY 19-20). Unfortunately, due to circumstances surrounding the outbreak of COVID-19 and the move to virtual operations, only four faculty searches out of these twelve searches were successfully completed with one new tenure track faculty member added in each of four programs: Communication, Global Languages, History, and Nursing. This leaves the school with a total of thirteen lines remaining. Dean Kohli assured Chairs that these lines have been funded with money already allocated to the Division of Academic Affairs. Chairs who were previously approved for a search in AY 19-20 or AY 20-21 were encouraged to decide as soon as possible whether they would like to move forward with their search, as to allow possible reallocation of a position to another department that may want to present a case for hiring at this time. Dean Kohli asked Chairs to communicate directly to her should they decide not to move forward with their tenure-track search. She will communicate back to the Council if a previously allocated line is made available for reallocation.