



A&S Chairs Meeting Agenda
Via Zoom, 9:00 a.m. to 10:30 a.m.
Tuesday, February 23, 2021

- I. Approval of Meeting Minutes**
February 16, 2021
- II. Information Items**
 - Guests Toni Deboni (9:00 – 9:20 a.m.) and Joyce Spencer (9: 20 – 9:40 a.m.)
- III. Discussion Items**
 - Updates on Scheduling
 - Check-in: how are things going – virtual and face-to-face instruction
 - Budget Planning
 - Annual Template
- IV. Chairs' Items**
 - How are departmental FTES targets determined?
 - What control do departments have over the achievement of FTES targets?
 - What's the math behind the adjustment of course caps to meet SFR targets?
 - Besides the adjustment caps, what strategies can chairs employ to meet SFR targets? Do offering less or more sections help?
 - How do chairs calculate how many 3-unit sections a semester NTTF budget can pay for? Is this done by dividing the average cost of NTTF 3 WTUs (for history ~\$5k) into a semester's total NTTF Cost Actual Rate?
 - What happens with leftover NTTF funds or when there is a deficit?