

**Arts & Sciences Chairs Meeting**  
**Tuesday, February 4, 2020**  
**9:00-10:30 am, Madera 2381**  
**Minutes**

In attendance: Vandana Kohli, Cindy Wyels, Stephanie Guerrero, Chanda Cunningham-Spence, Sean Kelly, Mary Adler, Liz King, Christina Smith, Frank Barajas, Kiki Patsch, Beatrice de Oca, Antonio Jiménez Jiménez, Lynette Landry, Sonsoles de Lacalle, Dennis Downey, Geoff Buhl, Jason Isaacs, Blake Gillespie

Absent: Nancy Mozingo, Michael Soltys, Ivona Grzegorzczuk

**I. Approval of Meeting Minutes**

Meeting minutes approved from December 3, 2019.

**II. Information Items**

*1:1 Meetings*

Dean Kohli informed Chairs that meeting invitations will be forthcoming for each Chair to meet with her individually.

*Hiring Procedures*

Dean Kohli provided an update about ongoing faculty searches. Candidate interviews have been completed for both Nursing and Biology. Health Science, Communication, and Global Language candidates are currently being interviewed. The search for Political Science has been postponed until next year. Information about how many tenure lines to expect for next year is forthcoming; as of now, the 5 lines previously delegated for next year remain.

A question was raised about the opportunity for more interdisciplinary input into hiring practices and communication about what programs are hiring and whether faculty from outside programs are able to provide feedback. Dean Kohli asked the Chairs for suggestions about what Arts & Sciences can do as a school in the absence of a formal interdisciplinary search process on campus, to which the Chairs provided the following recommendations:

- 1) Include people from outside the department on search committees;
- 2) Announce job talks and distribute an open invitation;
- 3) Send directed invitations to those who have a particular interest in the research area;
- 4) Perhaps Donna Flores can provide a master list of who is interviewing and when.

The Chairs also indicated a need for more standardized search materials.

**III. Discussion Items**

*Collective Vision Updates*

Associate Dean Wyels shared that Task Forces have been comprised for each of the 5 major themes that have been identified as priorities for the A&S Collective Vision. Each task force includes tenure-track faculty, lecturer faculty, staff and students from 13 disciplines. Feedback from Chairs will continue to be sought as we move along in the development process.

*Schedules*

Summer 2020 schedules are due to the Dean's office by February 5, however, Chairs were instructed to confer with AD Wyels should they need more time to complete.

Regarding University 392 courses that are offered over summer, a question was raised whether the same EU policy of 15 minimum students remains and whether the course would be cancelled if one student were to drop prior to the international trip. One Chair was told via email from EU that yes, normal policy would apply, which raised some concerns as 392 courses require a year-long process with applications, payment to international partners, student recruitment, etc. Dean Kohli responded that she will bring this issue to the Dean's council with the Provost, as there is enough direct rationale as to why 392 courses should receive an exception.

A memorandum about fall schedules is anticipated to come from Mary Laurence later in the week. In the meantime, Chanda will send schedule templates to Chairs which also include July and August payroll in order to help with budget accuracy. Fall schedules are due to the Dean's office by February 24.

Other concerns raised about summer schedules involve lab fees that are not supported by EU and which departments are not able to cover out of operating budgets. This prevents programs from being able to support students who are in need of specific courses in order to graduate.

AD Wyels asked Chairs for feedback about the list of course needs that they received along with scheduling information and whether it was helpful in determining demand for courses (feedback to be provided to the Dean of EU and Academic Advising). Chairs shared mixed responses; for some programs it was helpful to see what GE requirements students needed to fulfill, but for others, the numbers were not compelling and it may have been more helpful to run a report in January instead of November. Rather than utilizing the data provided, other Chairs mentioned that it was more useful distributing a survey to their majors in order to see what courses were in most demand.

AD Wyels sought additional feedback regarding a handout provided reflecting sample data collected from Degree Planners that students are now starting to use. AD Wyels sought input from Chairs about how the data could be improved. Chairs thought it would be helpful to include an additional column that reflects how many students (from the total group) would be graduating the following semester. It may also be useful to include basic demographic information about the students in order to examine the information from an equity gap perspective. A question was asked about whether there was a plan to start tracking this data for multi-year projections, to which AD Wyels confirmed yes, as more students start to utilize the tool. Lastly, Chairs suggested it would be useful for the information to reflect the demand for courses versus the demand from actual majors within the program.

Chairs asked about best strategies for marketing Roadmaps to students now that they are posted on the A&S website. Dean Kohli noted that several external reviewers pointed to the need to communicate with students regarding departmental issues such as Roadmaps. She asked Chairs whether they would like to spend time during the next meeting to discuss Best Practices for communication channels to students; some Chairs have utilized Canvas and student surveys as effective means. Mary Adler and Kiki Patsch offered to share what they are doing in their departments to engage students.

Questions were raised about support for scheduling software, to which Chairs were informed that Mary Laurence is currently looking into potential software for the entire campus's use in scheduling. Additionally, two Chairs and Chanda noted what they were utilizing for scheduling courses in their departments. Kohli pointed out that Chairs should seek one of these options to facilitate their schedule building. Dean Kohli again encouraged Chairs to develop a two-year rolling schedule to facilitate student progress to degree completion.

#### *FTES/SFRS*

Dean Kohli informed chairs that updated FTES/SFR targets have not yet been allocated, however, as a campus we are not expecting to see an increase. Chairs were advised to be prepared to discuss previous targets in their upcoming 1:1 meeting and whether they would like to adjust the numbers with

appropriate rationale (reducing targets will cause less NTTFF funds). As a school, the Dean plans to hold the current SFR target and expressed appreciation for the work Chairs have done.

### *Budget Planning*

Dean Kohli advised that a call for budget requests may be sent out very quickly in the near future. She acknowledged lab space as a priority and announced that approval has been received for hiring a Lab Safety Coordinator for A&S. Kohli requested that Chairs consult with her if they have any requests outside of the norm; otherwise, they should be prepared to complete the 6-year templates.

Chanda said that the Dean's Office would attempt to make a case for a March deadline since Chairs requested a different timetable.

Questions were raised regarding the plans for CERF funds in the upcoming fiscal year as communication has not been distributed about the process. Chairs requested that faculty be provided an opportunity to give their input and feedback in the process as promised by the Provost. Kohli agreed that she will continue to emphasize the importance of faculty input in these conversations.

Dean Kohli shared updates regarding the President's top three priorities for this year: 1) closing the equity gaps in student success; 2) diversity hiring; and 3) preparedness to receive a new Provost.