

Arts & Sciences Chairs Meeting
Tuesday, February 9, 2021
9:00-10:30 am, via Zoom
Meeting Minutes

In attendance: Jose Alamillo, Sean Anderson, Dana Baker, Frank Barajas, Geoff Buhl, Stephen Clark, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Kimmy Kee-Rose, Liz King, Lynette Landry, Brad Monsma, Christina Smith, Brian Thoms (for Chair Soltys), Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero

Guests: Stephanie Chavez, Geri-Lyn Himebaugh, Gina Matibag, Hilda Ocampo, Alex Padilla, Alison Potter, Amanda Sanchez, Rebecca Slocum

I. Approval of Meeting Minutes

Meeting minutes were approved for February 2, 2021.

II. Information Items

Review of A&S 2-year scheduling template

Chairs and program support staff were provided an overview and instructions on how to use the expanded schedule template to plan and cost out a two-year schedule. Manager of Academic Resources (MAR) Cunningham-Spence provided guidelines on how to enter information under each tab of the spreadsheet. She also answered questions, and sought feedback on any additional information that may be helpful for more accuracy in costing out and planning schedules. A recording of this presentation will be made available once MAR Cunningham-Spence distributes individual templates to each respective program, immediately following the Chairs' meeting. This two-year scheduling template was developed to facilitate two-year class planning at the program level.

III. Discussion Items

Fall Schedule Planning

Dean Kohli asked Chairs about the status of their schedule planning for the fall 2021 semester. One of the issues that was raised surrounds trying to anticipate students' scheduling needs and receiving communication from other programs whose students depend on their offerings. In response to this issue, Dean Kohli asked that Chairs communicate with their colleagues by the end of the week to let them know anticipated need(s) for a particular course. Chairs raised an additional issue that complicates schedule planning. The schedule is crafted beginning in February, while Intent to Enroll confirmations are not due until May 1 (Nursing). One approach to anticipate these uncertainties, is to create an initial schedule with fewer offerings, with more sections added on only as need arises. Waitlists can also be utilized to minimize future uncertainties regarding student demand. Dean Kohli stated she would work with the Academic Advising office to encourage students' utilization of the waitlist function.

An additional issue was raised regarding the lack of FTES targets to guide schedule planning. Dean Kohli asked Chairs to operate on the previously allocated FTES targets, in the absence of finalized/updated targets from the Provost. She also told the Council not to expect an increase in

FTES targets since the university as a whole does not expect to see an increase. MAR Cunningham-Spence will redistribute to Chairs their previously allocated FTES targets.

Chairs were advised that schedules would be due very soon, with an official fall schedule building memo to be sent by Mary Laurence. AD Hampton reviewed the below timeline and due dates with Chairs.

Chairs develop Fall 2021 schedule and provide it to A&S	Feb. 22
A&S reviews the schedule and provides feedback to Chairs	Mar. 2
Approved schedules sent to analysts/ coordinators by A&S	Mar. 5
Analysts/ coordinators enter schedules into PeopleSoft	Mar. 19

An official memo capturing this information will be sent by AD Hampton to Chairs following the meeting. Dean Kohli asked that Chairs delicately balance faculty preferences and reach out to her if they experience any faculty concerns that need Dean level intervention. to quickly reach out to her if Chairs face any hesitation by faculty.

One Chair asked for clarification about how faculty may appropriately receive compensation for double sections, particularly if room occupancy for large lecture halls is lower than the threshold for double sections. Dean Kohli informed Chairs that large classes should be taught online. Room capacities continue to be closely monitored under COVID-19 circumstances, with the responsibility for identifying classroom capacity expressly assumed by the Provosts' office (per Provost Avila's memo).. Dean Kohli also clarified that classes requiring special equipment, such as labs and studios, will also have capacity determined and provided from the appropriate office. Chairs should inform their faculty that the timing of class sections will be beyond the control of A&S in ways that it has not been in previous semesters, again due to COVID-19 restrictions and safety precautions (per Provost Avila's memo).

Tenure-track Faculty Searches

Dean Kohli informed Chairs that following the meeting, she will be distributing a spreadsheet for them to complete regarding justification for moving forward with hiring the previously designated tenure-track lines. She informed the Chairs that the Provost's new criteria for hires will include accreditation needs and whether the line will promote the campus goal of diversity, equity, and inclusion. Chairs may request additional lines beyond the allocated thirteen, however, they were advised that additional requests will be a lower priority. Dean Kohli asked for as quick a turnaround as possible and she will send a reminder to Chairs on 2/16 if they have not already provided this information. She hopes to submit this information to Provost Avila prior to the 2/22 deadline. Separate communication can take place with the four departments whose tenure-density is higher than 70%, should they decide to request a new tenure-track line.

CARES Funding

Dean Kohli informed Chairs that a new infusion of CARES and HEERF funds have been distributed to CI. and asked Chairs to submit as soon as possible a rough list of expenses requiring additional funding. Chairs asked whether they can recover costs incurred in the current semester, to which the Dean agreed and asked that explanations of costs be included. She

encouraged Chairs to review [the website](#) which outlines what these government funds may be spent on, including items such as cleaning supplies and PPE. Chairs were reminded that if they are currently collecting fees on a course to cover the expense of these items, they may *not* request additional CARES funding for the same expense.

IV. Chairs' Items

Summer Equity Plans

Chairs asked whether it has been confirmed if students will be offered an additional 6-units of free tuition in summer and, if so, during which summer session they will be able apply this free tuition. Keeping in mind the impact summer offerings have on programs' FTES and faculty teaching preferences, Chairs asked for early communication regarding the specific session in which this may be offered. The need for equity plans was also a point of discussion for any Chairs who anticipate conflict regarding summer session teaching assignments. Dean Kohli asked Chairs to prioritize getting equity plans in place if they anticipate any potential problems, and they can reach out to the Dean for additional support. Equity plans can be simple and should include information such as tenure-track faculty's first right to refuse, as well as identifying those individuals who are eligible to teach a particular course.

COVID Case Communication

Chairs expressed frustration about the lack of knowledge surrounding the campus's approach to managing information related to COVID-19 positive cases and/or potential exposures. Dean Kohli stated that she hopes to invite Joyce Spencer from the Environmental Health & Safety (EH&S) office to a future Council meeting so that they can be more informed of the OSHA and Public Health requirements which drive the process. Chairs were assured that they are not responsible for managing communication related to COVID-19, and should have cases reported through the process outlined on the campus [COVID-19 website](#).