

**Arts & Sciences Chairs Meeting**  
**Tuesday, April 20, 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, Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero

Absent: Michael Soltys

**I. Approval of Meeting Minutes**

Meeting minutes were approved from April 13, 2021.

**II. Information Items**

*Staff Resignations*

Dean Kohli and Manager of Academic Resources (MAR) Cunningham-Spence spoke to the process that should be followed when program staff announce their resignation. Chairs must first forward a staff resignation letter to MAR Cunningham-Spence so that separation paperwork can be processed. Chairs should then review the Position Description carefully to make sure that it is still up to date and meets the department's needs. Dean Kohli stressed the need for Chairs to drive this process and that they should not assume an automatic filling of positions. Chairs should be prepared to provide justification for hiring. MAR Cunningham-Spence indicated that, as long as the hiring chill remains in place, any proposed searches require authorization from the Cabinet.

*New Chairs Meetings (CSU-wide)*

Dean Kohli spoke to the importance and expectation that new Chairs should attend the CSU-wide meetings because they are very beneficial for their success. Chairs also spoke to the usefulness of attending "continuing Chairs" meetings that also take place for Chairs throughout the CSU system.

*Annual Report Template*

AD Hampton spoke to the recent adjustments made to the Annual Report template which incorporates feedback from Chairs and aligns the Annual Report with the A&S Collective Vision 2025. Dean Kohli indicated she would like to secure formal approval for the Annual Report template at the following Chairs meeting. She linked the launch of these reports as justification for seeking more reassigned time and additional stipends for program specific needs. She also emphasized the Annual Report's usefulness in broadcasting faculty and student accomplishments more publicly and encouraged Chairs to seek support from their faculty when completing the template.

*Two-year and Four-year Roadmap Updates*

AD Hampton announced that Academic Advising has reached out to offer Chairs assistance with adapting their academic roadmaps to reflect the new GE requirements in Area F. Chairs were

encouraged to reach out to Monica Rivas for assistance in doing so. Dean's Administrative Analyst Guerrero indicated that Chairs can reach out to her once updates are ready for posting to the A&S website. Chairs expressed concern that the GE changes have already been reflected in the academic catalog, while they have not yet been approved by the Academic Senate. Chairs also discussed how Area F Ethnic Studies courses may or may not impact the Multicultural Perspectives (MP) courses that are currently offered. Chairs suggested creating an online archive of roadmaps (or some kind of drop-down menu) which would include roadmaps for past academic year catalogs for students to follow based on their catalog rights.

### **III. Discussion Items**

#### *Dean's Data Briefs*

Dean Kohli presented the second set of Student Success data focusing on student unit loads and their impact on timely graduation (refer to PDF slides). The data reflects that many students are only off by one semester to graduate, suggesting that these gaps may be closed at the department level. Dean Kohli encouraged Chairs to spend time examining the CSU dashboards more closely as a way of identifying and recruiting students who are undeclared. She also encouraged Chairs to seek Dean's office support for scaffolding high DFW courses and to examine the program curriculum to support student success. She indicated that students should be encouraged to take 15-units per semester.

Chairs asked about summer courses, how these offerings may support timely degree completion, and whether students will be offered a tuition-free summer session in 2021. Dean Kohli indicated she has not yet received an answer regarding summer tuition. Chairs asked how minors and second majors are captured on the CSU dashboards, and how this can be reported. Future Data Briefs topics will include looking at the transfer student population and what is being done within academic programs to ensure the closure of equity gaps.