



**Arts & Sciences Chairs Meeting  
Tuesday, September 14, 2021  
Zoom Meeting  
Meeting Minutes**

**In attendance:** Vandana Kohli, Phil Hampton, Liz King, Dana Baker, Stephen J. Clark, Frank Barajas, Andrea Grove, Geoffrey Buhl, Jose Alamillo, Gregory Wood, Sonsoles de Lacalle, Colleen Marie Delaney, Jules Balén (for Mary Adler), Christina Smith, Lynette Landry, Brian Thoms, Sean Anderson, Erich Fleming, Kimmy Kee-Rose, Blake Gillespie

**Absent:** none

**I. Approval of Meeting Minutes**

Meeting minutes for 8/31/21 will be distributed to Chairs for review after today's meeting.

**II. Information Items**

*Capital Projects:* Dean Kohli has been asked to work with Nursing and Mechatronics to develop capital outlay proposals for increasing capacity in these impacted programs.

*Events Guidelines:* Chairs are asked to communicate to their faculty that the campus [COVID Internal Event Guidance Campus Protocols](#) must be followed which include a 30 day advance submission of an on-campus event in Live25.

*Spring 2022 Schedule:* The Spring 2022 Schedule Building Instructions have been distributed to Chairs by Mary Laurence. The memo has a deadline of September 27 for submission of schedules by Coordinators/Analysts. The A&S Dean's Office requests proposed schedules to be submitted in advance of that deadline using the two-year schedule templates. Provost Avila has indicated that schedules should be built with a 70:30 split of in-person and on-line classes respectively. Dean Kohli will confirm that hybrid classes will be considered as in-person classes. It is critical that programs strive to maximize FTES considering past trends for an 8% "melt" from Fall to Spring. Chairs requested guidance on class size limits to assist them in building the Spring 2022 Schedule and whether large lecture classes should be offered on-line. Chairs expressed concern that the campus' GE classes are not indicated as meeting GE requirements in CSU Online. Instructions will be sent out regarding how to code a class in PeopleSoft if it is to be offered through CSU Online.

*Staff Positions:* Dean Kohli indicated that a request was submitted to the Provost for additional AAs and ASC staff lines to support academic programs as well as an A&S Events Coordinator. The Provost has requested additional information regarding the rationale/need for the staff requests for programs. Dean

Kohli requests information from Chairs today regarding the rationale for such program support. New lab techs were not part of this staff request.

*Tenure-Track Faculty Hiring:* Dean Kohli asked whether Chairs had any concerns about the processes outlined in the Equity Minded Best Practices. No concerns were expressed. Dean Kohli asked Chairs to provide dates for any Fall 2021 tenure track faculty interviews immediately and that she would let programs know her availability. She requests a 45 minute - 1 hour interview with each candidate because she is an independent and important part of the recruitment process.

### **III. Discussion Items**

*Assessment:* Chairs noted that they had heard that CI's was going to launch of an ambitious assessment plan that was announced by Interim Associate Vice President for Academic Programs and Continuous Improvement Dennis Downey at a CSU meeting. Dean Kohli indicated that she had not heard about these assessment plans would seek updates.

*Chairs Memo:* Dean Kohli indicated that she shared with the provost the A&S Chairs concerns regarding MPP hiring, almost immediately after hearing them at a Chairs Council meeting and in advance of the memo written by the Chairs. She noted that she shared the Chairs' memo with the Provost but that the Provost recently indicated he could not read the memo. Dean Kohli indicated that Dr. Barajas sent the Provost a clean electronic copy.

*EU Winter Session:* Chairs asked for guidance on course offerings in the EU Winter Session and how to ensure that classes offered in this session would not adversely impact Spring 2022 FTES. Dean Kohli affirmed that classes that would support the timely graduation of students would be appropriate for being offered in the Winter Session. Dean Kohli encouraged programs to develop an equity plan, if they had not already done so. She noted that Political Science has a good template that other programs might consider adopting. EU Winter Session course offerings need to be provided by October 1

*Self-Care and Program Meeting Norms:* Dean Kohli encouraged Chairs to practice self-care for themselves and to encourage their faculty to also practice self-care. She encouraged programs to develop norms/decorum for department meetings. Chair Alamillo suggested that such norms might be modeled after the [Inclusive Excellence Group Norms](#).

*COVID Leave:* Chairs asked about the reported COVID leave that has been negotiated by the CFA and CSU. Chair Baker indicated she would send out the memo to the Chairs.