

**Arts & Sciences Chairs Meeting**  
**Tuesday, September 15, 2020**  
**9:00-10:30 am, via Zoom**  
**Minutes**

In attendance: Vandana Kohli, Phil Hampton, Chanda Cunningham-Spence, Stephanie Guerrero, Mary Adler, Liz King, Christina Smith, Frank Barajas, Sean Anderson, Kimmy Kee-Rose, Antonio Jiménez Jiménez, Lynette Landry, Andrea Grove, Geoff Buhl, Erich Fleming, Sonsoles de Lacalle, Dana Baker, Colleen Delaney, Jose Alamillo

Also in attendance: Greg Wood, Sheila Grant (AVP for Faculty Affairs), Donna Flores (Director of Faculty Affairs)

**I. Information Items**

*A&S Lecturer Virtual Coffee and Information Session*

Please encourage your lecturers to attend one of the A&S Virtual Coffee Hour Information Sessions this week. There will be an opportunity for lecturers to learn about resources available to them and for lecturers to communicate issues and/or concerns that they might have. Attach flier to Chat.

- 3:30 - 5 PM Wednesday, September 16
- 9 - 10:30 AM Thursday, September 17

*Update from Colleen Forest (Registrar's office) on Waitlists*

Dean Kohli forwarded to the group a response from Colleen Forest via Ernesto Guerrero. The practice of the Registrar's Office is to auto-enroll students from the waitlist after the first drop for non-payment. This did not occur this fall semester because the drop for non-payment did not occur until after the semester had already started. For a full explanation of this process, refer to the email from Colleen which will be added to the minutes of this meeting.

The drop for non-payment was delayed a week and was not run until after the semester had already started. As a result, students were not auto-enrolled from the waitlist this semester. Waitlists were not purged as they normally would be after the start of the semester at the request of Senate Executive. Waitlists were purged on Friday, September 4. According to the campus Add Policy, students can be added after the beginning of the semester at the discretion of the instructor.

*Peer Gerber on individuals on campus*

This information is included on the A&S FAQ website. Environmental Health and Safety (EHS) should be called if there is a person or a group of people who are violating any of the campus face covering/social distancing rules or if people other than students, employees or contractors are spotted in or near buildings (including patios).

If students are spotted on campus and not violating any rule, EHS and Police Dispatch do not need to be called. If people other than students, employees or contractors are spotted in or near

buildings (including patios), EHS should be called. For any disturbance (arguments, fighting, entering closed buildings, etc.), Police Dispatch should be called.

EHS should be called if there is a person or a group of people who are violating any of the face covering/social distancing rules as follows:

Face mask rules:

- Outdoor- face mask required if 6 foot distance between two or more individuals is not maintained
- Indoor- face mask required at all times except when alone in a room
- Social Distancing rule: Indoor and outdoor – maintain 6 foot distance between individuals at all times

Exceptions:

- When an assigned task requires two or more employees to be less than 6 feet apart
- When eating/drinking at a table outside of a restaurant or other establishment

### *Number of Majors*

Concern was expressed by several Chairs that the number of majors on OneCI was different than numbers obtained by program analysts/coordinators who have run PeopleSoft queries. I will be scheduling a meeting with the Registrar's Office to examine the various data sources on a very short timeline so that these numbers can inform your schedule planning. The OneCI site apparently only counts majors who are currently enrolled, not all majors in the department.

### *CPAL Leave*

Manager of Academic Resources (MAR) Cunningham-Spence asked Chairs to be mindful of staff's CPAL leave and their reduced availability. The five A&S support staff taking CPAL were asked to mark their calendars so that their Chairs/program faculty are aware of their working hours. Should Chairs need urgent assistance, they are encouraged to reach out to MAR Cunningham-Spence or the Dean's Administrative Analyst.

### *Faculty Affairs*

Associate Vice President (AVP) for Faculty Affairs Grant and Director of Faculty Affairs Flores attended the Chairs meeting to address questions regarding the timeline and requirements of faculty peer and student (SRT) evaluations, Retention, Tenure & Promotion (RTP) portfolios, and the recently announced CSU Early Exit program.

AVP Grant shared that Senate Resolutions are still being developed regarding best practices for peer observations under virtual circumstances, which will also require approval from the CFA. Senate Policies 20-01 and 20-02 are undergoing negotiations and if passed, would potentially allow faculty to opt out of including SRTs and peer observations in their review. Chairs voiced concerns that they have received from lecturer faculty regarding the renewal of contracts. Dean Kohli encouraged Chairs to make sure they have a good understanding of what lecturers in their program are qualified to teach, to alleviate the reduction in lower-division courses that they often teach.

AVP Grant also shared that the deadline for faculty's voluntary reduction of time base in the spring semester is December 22, 2020. Faculty are not required to spend down their sick leave before taking a voluntary reduction in time base. The deadline for requesting COVID-related leaves ends December 31, and it is currently unknown if these will be extended for the new year.

The CSU Early Exit program for faculty and staff are still being negotiated at the union levels, however, AVP Grant addressed questions from Chairs regarding its impact the on Faculty Early Retirement Program (FERP). Faculty who have already started FERP are not eligible to participate in the Early Exit program. The Early Exit program operates more as a severance package, in which faculty are required to develop individual plans for early retirement.

Chairs asked about the timeline of filing RTP portfolios for faculty who have delayed their deadline by a year. AVP Grant stated that there is a joint agreement available on the Faculty Affairs website, in which faculty should turn in an updated professional development plan explaining how COVID disrupted their original RTP plans and how they plan to address this impact. Following observed best practices at other universities, AVP Grant shared that faculty will also have the option to rescind their delay and move forward with their original timeline.

## **II. Discussion Items**