



**Arts & Sciences Chairs Meeting  
Tuesday, September 21, 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, Mary Adler, Christina Smith, Lynette Landry, Brian Thoms, Sean Anderson, Kimmy Kee-Rose, Blake Gillespie

**Absent:** Erich Fleming

**I. Approval of Meeting Minutes:** The meeting minutes for 8/31/21 and 9/14/21 were approved.

**II. Information Items**

*B.S. in Nursing:* Dean Kohli announced that the B.S. in Nursing has been recognized as the 5<sup>th</sup> ranked prelicensure Bachelor of Science in Nursing program in the State of California. Students in the program had a 96% first time pass rate on the Nursing licensure exam. Dean Kohli thanked academic programs that provide support courses for the Nursing students.

*Working Parents in Distress:* Dean Kohli indicated that she received an impassioned email from a faculty member regarding childcare and supporting working faculty who are parents. *The agenda item of workload was moved to a discussion item.*

*Staff Search Update:* AD Hampton provided an update on staff searches.

- Biology Academic Program Analyst: finalists have been identified and reference checks are underway.
- Nursing/ Health Science Academic Program Analyst: interviews to be completed 9/21/21.
- Nursing Evaluation Coordinator: completed interviews and reference checks to be initiated
- Mechatronics Technician: interviews to be completed on October 1.
- SIM Lab Tech: finalist has been identified and reference checks are underway.
- Biology Lab Tech: reviewing applications.
- Dean's Office Analyst: scheduling interviews.

*Staff Request:* Dean Kohli has submitted a request for 7 new staff positions and an events coordinator for the School to the Provost. She noted that staff have complained about the workload associated with IRA support that has moved from the Provost's Office to program coordinators/analysts.

### III. Discussion Items

*Chair Concerns:* Chairs expressed concern about the CSU out-of-state residence policy that will start on January 1, 2022. They requested this requirement to be communicated to faculty. They indicated that the campus needed to develop a policy on office hours especially regarding the need for in-person office hours which, Dean Kohli indicated, is pretty standard in most CSUs. She encouraged chairs to lead conversations regarding office hours and other faculty expectations regardless of course modality. As programs developed their Spring 2022 Schedule of Classes, she encouraged departments to retain flexibility to accommodate classes with alternative modalities. Chairs expressed concern about the 70:30 mix of face-to-face and on-line classes and indicated that tenured/tenure-track faculty were requesting priority in assignment to on-line sections of classes. Dean Kohli asked chairs to develop equity plans for assignment of on-line classes and to be considerate of the needs of faculty who are parents of young children. Chairs noted that [Senate Policy 14-14](#) gives the Chair authority for determining the modality of a class when it is not restricted by the program.

Dean Kohli noted that COVID has resulted in a fundamental alteration in the Academy and that programs needed to consider their values and whether some classes would be better taught in a particular modality from the standpoint of the student learning experience. She encouraged programs to have a conversation regarding the best way to offer a mix of on-line vs. face-to-face classes moving forward. Chairs agreed to continue discussing this topic at the next Chairs' Council meeting.

*AD Searches:* Dean Kohli asked for chairs to volunteer to serve on Associate Dean search committee.

*Manager of Academic Resources (MAR):* Dean Kohli asked for input on the composition of the search committee for the MAR position. She indicated an interest in having a staff member, preferably an administrative analyst/specialist, to serve on the committee. She indicated that, based on [Senate Policy 14-15](#), Senate Exec could recommend one faculty member to serve on the committee or determine that it did not need to be involved. She requested two Chairs, especially more senior Chairs, to serve on this search committee along with one MPP to be selected by the Provost.

*Events Protocol:* Dean Kohli asked Chairs whether A&S should develop its own events protocol to augment a centralized policy per the provost. Chairs indicated that they did not have the capacity for any additional work, but they were interested in providing input on any centralized policy.

*Participation on Provost Searches:* Dean Kohli indicated that the Assistant Provost search committee is being Chaired by Dean Brian Sevier with Nitzia Castaniero, Pilar Pacheco, Dr. Jared Barton, and Dr. Monica Pereira serving on the committee.

*Spring 2022 Schedule:* Dean Kohli emphasized the importance of programs maximizing FTES as they develop the Spring 2022 schedule. She noted that the campus achieved 5581 FTES this semester and projected that annualized FTES will be 5358, 13% below the funded target of 6135

FTES. Chairs are asked to create a schedule that is approximately 70% face-to-face and 30% on-line. Dean Kohli encouraged chairs to remain flexible and to consider equity issues and faculty needs as they build their schedules. She encouraged chairs to reach out to their colleagues and ensure that decisions regarding the schedule are made in a collaborative manner. She asked Chairs to recognize students' preference for on-line classes as well. Chairs noted that the schedule template does not allow a 75 minute MW class; however, it is possible to go "off template" and schedule the final within the MWF block time.

The deadline for the Spring 2022 schedule being sent to analysts/coordinators is September 27.