

**Arts & Sciences Chairs Meeting**  
**Tuesday, September 29, 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, Andrea Grove, Geoff Buhl, Erich Fleming, Dana Baker, Colleen Delaney, Jose Alamillo, Michael Soltys, Lynette Landry, Sonsoles de Lacalle

Also in attendance: Greg Wood (Physics Coordinator)

**I. Information Items**

*Academic Affairs' Budget Advisory Committee*

Dean Kohli opened the meeting with a call for Chair representation on the AA Budget Advisory Committee, a committee which helps prioritize spending in order to meet broader needs within the division of Academic Affairs. Chair Anderson's term on the committee recently ended and as such the Council needs to determine a replacement. Dean Kohli also shared her expectation that the Chair representative would bring information from the Budget Advisory Committee back to the Council and keep the group informed of the committee's work. Dean Kohli requested a volunteer from the group to serve on the Budget Advisory Committee, to which Dr. Anderson offered to continue his membership if no other Chairs were interested. The Council agreed to have Dr. Anderson remain on the committee, with the expectation of regular updates brought back to Chairs' Council.

*Return on Technology Requests and PPE*

Dean Kohli announced that a second round of faculty technology requests and/or personal protective equipment will be requested for the spring semester from the Chairs for their respective programs. This information will most likely utilize the same form previously provided, and will be due to the Dean's office by mid-November. In response to a question from Chairs, Dean Kohli clarified that these requests are separate from faculty equipment purchases that were made over the summer.

*Course Fee Balances*

An important issue regarding course fee balances was brought to the Chairs. The Dean's office received a ledger of accounts on remaining balances in course fee accounts, to which some programs have an alarmingly high balance. Dean Kohli shared that she would like to meet with Chairs whose programs currently have course fees to look at specific balances and ensure that the data received from administration matches the information collected and maintained within the school and its programs. Chairs spoke to the issue of being limited in what they can spend course fee funds on, as well as some fees themselves being an 'inheritance issue' from past program leadership, and their uncertainty about whether it remains appropriate to collect fees from particular courses. Finally, Chairs spoke to the importance of making sure course fees themselves are being allocated correctly, as they have seen fee revenues come in for classes that their program does not offer. Dean Kohli asked Chairs currently collecting program fees with high figures (ESRM, Psychology, Chemistry/Physics, Anthropology, Performing Arts, History,

Art, Communication, Biology, Mathematics, Nursing and Computer Science) to be prepared with knowledge of their current course fee estimate balances for the upcoming meeting to address these issues in more detail.

#### *Face to Face Preparations for Spring 2021*

Dean Kohli asked the Chairs who plan to offer face-to-face courses in spring for an update on their planning. Chairs spoke to the issue regarding the increased workload, which has doubled as a result. One issue that has been encountered is how the courses are reflected on paper, as it currently looks like students are coming on to campus when they are not actually doing so. The increased amount of preparation for face-to-face has resulted in less offerings, and programs such as Chemistry will be finding alternatives for face-to-face lab requirements for students who cannot come to campus for a face-to-face lab.

Another Chair shared their program's conversion to outdoor 'pop-up' labs and the need for additional funding for outdoor covers. Other Chairs spoke to the lack of timely response from Facilities regarding the possibility of an outdoor event facility for dance/music ensembles. Questions were also raised regarding whether programs need to classify a course as being face-to-face if students are not entering campus but working with external companies to gain field experience. Dean Kohli clarified that a face-to-face template must be completed for this type of course and should follow the same requirements. AD Hampton will provide additional clarification if needed.

#### *A&S FTES*

Dean Kohli shared that A&S current FTES is 5,015, slightly higher than the estimated 5% decrease previously calculated at 4,880. Kohli stated that in comparing the last three years of FTES in A&S, there is currently a spring melt increase estimated at a range of 3.5 to 6.5%. Applying this percentage range to the current FTES of 5,015 would bring the school to an annualized low of 4,689 versus a high of 4,840; or an annualized low of 4,852 versus a high of 4,925.

Keeping this data in mind, Dean Kohli encouraged Chairs to consult with her should they need to increase class offerings, focusing on opening courses that have large enrollments (cannot have 10-12 students). Arts & Sciences will be well-positioned as a school in the next academic year if programs can work collectively to meet the higher FTES targets and help those departments such as Math, English, Chemistry and Biology that are currently hit by lower first-year student enrollments. Kohli emphasized the increased need for collaboration when building spring 2021 schedules and more focus on courses to meet demands of students at the upper division level. AD Hampton has been instructed to work with those key departments currently facing lower FTES to look for other places in their curriculum to raise FTES, as well as with those departments that are experiencing an increase in FTES such as Sociology.

Chairs asked about the computations of FTES and shared that this data is best reflective of actual enrollments when calculated at the time of student registration, to which Dean Kohli replied that while she trusts Chairs' anecdotal understandings of course enrollment patterns and fluctuations within their specific program, the only FTES count that truly matters in its impact to the school is the number that comes in at Census. She asked Chairs specifically to consider their course

offerings that traditionally get high enrollments, and whether this can be added to their spring 2021 offerings.

Chairs asked for clarification regarding whether they can offer additional lower division courses in the spring that are guaranteed to fill, to which Dean Kohli agreed to support. Other lower division offerings such as Chem 110 were requested to receive additional funding, as this course also meets the demand of outside majors in Health Science and Nursing. Dean Kohli agreed to support this offering and also asked Chairs to consult with her and AD Hampton before breaking up a larger section offering into fewer sections. Kohli also clarified that in response to a question from Chairs that if their program SFR is in range, they can go over their FTES with classes that meet traditionally high enrollments of 35-40 students.

In regards to spring planning, Chairs also asked for updates on CPAL/FCCRA. Manager of Academic Resources shared an update that programs will be reimbursed for faculty CPAL/FCCRA leaves taken in the fall semester. As of right now there is no confirmation on whether CPAL/FCCRA leaves will be available in spring 2021, and as such Chairs are encouraged to have a backup plan for their schedules should faculty request one of these leaves. Dean Kohli stated that she will request something in writing from the Provost to pass on to faculty regarding CPAL/FCCRA for spring.

## **II. Chairs' Items**

### *Course Evaluation Forms (in light of CBA article 15.3)*

Chair Adler requested clarification on whether it would be in violation to redo course evaluations at this point in the semester, at the request of faculty who would like to incorporate more online components to the evaluation. According to CBA Article 15.3, changes in course evaluations must be in place by the second week of the semester. Dean Kohli stated that she believes changes made at this point in the semester will be in violation, but that she will request a written response to this question.

### *Lecturer Range Elevations*

Chair Adler asked for guidance regarding budget implications for approving requested range elevations by lecturers in her program. As lecturer faculty are entitled to apply to range elevations, Dean Kohli stated that the only reason these requests can be denied is based on work performance and that salary increases are included as a budget line item.