



**Arts & Sciences Chairs Meeting  
September 20, 2022  
9:00 – 10:30 am via Zoom  
Meeting Agenda**

**In attendance:** Mary Adler, Jose Alamillo, Sean Anderson, Dana Baker, Raquel Baker, Catherine Burriss, Rainer Buschmann, Stephen Clark, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee-Rose, Vandana Kohli, Lynette Landry, Marianne McGrath, Jason Miller (for Geoff Buhl), Michael Soltys, Bryan Swig, Greg Wood

**Absent:** Bryan Swig

**Guests:** Ana Rosa Duran, Marie Francois, Colleen Forest, Jessica Lavariega Monforti, Monica Rivas

**I. Approval of Meeting Minutes**

Meeting minutes for August 23 were approved with the addition of a Tenure Track line for Performing Arts.

**II. Information Items**

*Department Operating Budgets and Needs 22/23:* MAR Darakjy requested that Chairs provide a three-tier list of departmental requests (categorized as needs, wants and wishes) in anticipation of the release of the 22-23 AY operating budget. In response to Chairs' request, the Dean's Office will put together a list of items Chairs might submit.

*Staff Support:* MAR Darakjy clarified Lead Analyst Harris' role in the Dean's Office as providing training for staff and serving as the point person for travel related requests. MAR Darakjy announced that staff are now available to support IRA awards. MAR Darakjy confirmed that Jessica Vazquez is the support coordinator for Chicana/o Studies and Africana Studies and supports the Dean's Office with initiatives related to Ethnic Studies.

*Facilities Update:* Chair Delaney noted that the Facilities Department will be focused on supporting the Presidential Investiture on September 23. She also reported that the windows in Bell Tower will be replaced during the break.

*Orientation:* AD Hampton shared the Spring 2023 TIVO dates (December 1 and 2). The Division of Student Affairs will send a formal announcement to Chairs in October. AD Hampton will be attending monthly Orientation meetings. Chairs are asked to send any orientation related concerns or suggestions to AD Hampton.

*Block Scheduling (Time certain: 10:00 – 10:30 a.m.):* Vice Provost Lavariega Monforti provided an overview of the block scheduling launch. It was noted that the campus would continue utilizing a blend of guided registration and block scheduling in Spring 2023. Director, Enrollment Technology and Operational Data, Duran provided an overview of a sample block schedule. She noted that 90 blocks of the 278 created for block scheduling were actually used. Registrar Forest provided guidance as to where Chairs can find historical freshmen enrollment data on OneCI Dashboard. The Block Scheduling Team utilized this data when building the block schedules. Dean Kohli offered appreciation to the Block Scheduling Team's receptivity to listening to other CSU campuses' experiences with their implementation of block scheduling.

Vice Provost Lavariega Monforti noted that the existing model of requiring a UNIV 150 course to anchor Learning Communities is not sustainable moving forward. Vice Provost Lavariega Monforti encouraged Chairs to develop Learning Communities that did not rely on UNIV 150. Chairs requested that guided registration direct students to major requirements. They noted that the early direction of students to enroll in Learning Communities had the outcome that a few students experienced scheduling conflicts between Learning Communities and major requirements.

Chairs inquired about how students are advised regarding the major roadmaps. Vice Provost Lavariega Monforti recommended that Chairs meet with Academic Advisors to communicate priority classes for enrollment. Chairs were also asked to review roadmaps so students can be guided in the best way possible. Interim Director of Student Advising Rivas noted that Student Advisors will promote the Degree Planner to students. This resource, when updated by students, contains better data and would support students enrolling and those majors should be encouraged to use the resource.

*CARE Team:* Dean Kohli asked Chairs to identify a senior faculty member to serve on the Campus Access, Retention & Equity (CARE) Team. Recommendations are to be emailed sent to Dean Kohli and copied to AD Hampton.

*FTES Projections (22-23 AY):* Dean Kohli announced that Fall enrollments and Spring projection indicate a 24% drop in FTES for this AY in enrolled students. The campus is funded at 6135 FTES. The revised university target is 4493 FTES for Spring 2023 resulting in a projected annualized enrollment of 4637 FTES and the projected annual FTES is 4637. New Spring 2023 WTU targets will be distributed.

Dean Kohli encouraged Chairs to include sections of high demand classes that maximize FTES and invest in students with the following strategy:

- meet student demands to allow for timely degree progression,
- offer 24 WTU for AY 22-23, less reassigned time, to all tenure track faculty, and
- provide 30 WTU for AY 22-23, less any reassigned time, for all full-time three-year contract lecturers.

### **III. Discussion Items**

*Frequency of Chairs Meetings:* Dean Kohli requested that Chairs keep their calendars open for more frequent Chairs meetings. The additional meetings will allow for time to explore subjects, resolve issues, and develop next steps. Dean Kohli noted that the topic of maintaining morale during widespread changes (academic reorganization, schedules, etc.) will be important to address.

Chairs noted that the campus may be at risk of high faculty and lecturer attrition as many are being actively recruited by other institutions. The local campus climate is adding to the low morale of this particular group.

*Academic Reorganization:* Dean Kohli noted that there have been several conversations within the School about the reorganization and called upon Chair leadership to have conversations within their departments to create a culture of appreciation and an inclusive environment.

*Budget Reports:* This topic will be discussed at the October 4 meeting.