



**Arts & Sciences Chairs Meeting  
October 4, 2022  
9:00 – 10:30 am via Zoom  
Meeting Minutes**

**In Attendance:** Mary Adler, Jose Alamillo, Sean Anderson, Dana Baker, Raquel Baker, Geoff Buhl, 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, Michael Soltys, Bryan Swig, Greg Wood

**I. Meeting Minutes**

Approval of minutes for September 6 and September 20 meeting were scheduled for review on October 11.

**II. Information Item**

*Update on Block Scheduling:* This agenda item was moved to the Discussion Items segment of the meeting.

**III. Discussion Items**

Dean Kohli indicated to Chairs that topics would be addressed in random order other than as listed on the agenda.

*Department funding for UNIV 392:* This item was moved up from the Chairs' Item section of the agenda. Chair de Lacalle noted that the UNIV 392 Form indicates departments will cover expenses that are not covered by IRA funding and there was no option to disagree with this statement. Chair Grove confirmed this practice is an IRA policy. She suggested that objections to this policy be brought forward to the IRA staff for the committee's review. She stated that the UNIV 392 Form would be changed to note the IRA policy. Dean Kohli committed support for Chair Grove as the Director of CIA, as well as UNIV 392 courses and those initiatives that help the university retain students. The School has been given consideration for low enrolled learning communities and for lowering caps in Math. Dean Kohli offered three WTU to departments for UNIV 392 classes on a case-by-case basis.

*TT Track Lines:* Dean Kohli noted there may be tenure-track lines for Psychology and Performing Arts. She clarified that the Ethnic Studies lines are funded through Ethnic Studies and, per Provost Avila, cannot be transferred to another program. Dean Kohli indicated she will continue to advocate for lines.

Chairs noted that the delayed search process is contrary to Senate policy and the University's strategic plan. Chairs pointed out that the line assigned to Criminal Justice is not the subject recommended in COC. The COC group was adamant that the line be called Critical Criminology which is program offered at other CSU campuses. Chairs noted the inconsistency of COC promoting a Master's in Chemistry while there was no Chemistry line.

*IDC:* Dean Kohli stated that Provost Avila is interested in reexamining IDC distribution and has indicated a desire to take IDC funds away from the School if there is not a plan in place to use the funds. Dean Kohli requested that the School create a Budget Advisory Task Force to develop strategic planning for all funding.

Chairs responded strongly that they did not want IDC funds taken from departments and that taking these funds away would adversely impact faculty who perform research. Chairs shared their dismay at this suggestion and inquired whether the BFA will be required to provide the same level of planning for the use of their share of IDC funds. A discussion followed.

Chairs noted that these inquiries always come back to low enrollment; these requests are attempts to claim more of the meager resources on campus. Administration attempts to claim grant funds or reduce WTU which effectively punishes those who have done the most to retain students, the lecturers. If the campus loses lecturers, it will not be able to bring them back. The campus will enter a spiral, reduce sections, and lose more students. These decisions sound like incompetent and immature ways of attempting to put the University on track financially. What campus really needs is a plan, a strategic plan from the administration on how to deal with the problem of low enrollment.

Dean Kohli explained that the School uses IDC funds to support departmental development, including grant writing and research. Dean Kohli indicated that she will prepare a draft document regarding the Budget Advisory Task Force for Chairs input.

*Scheduling, WTU, Order of Work:* Dean Kohli will prepare a data sheet detailing FTES achieved, WTU allocations, and SFR. She also noted that Chairs who were asked to submit revised schedules are welcome to meet with her, AD Hampton and MAR Darakjy.

Dean Kohli asked Chairs to be mindful that the campus is projected to come in at 24% below the funded FTES target. She stated that the schedule is being carefully managed and requested that Chairs stay connected to the Dean's Office through this process to help with important decisions. She also asked the Chairs to communicate to her if there are lecturers who are adversely impacted by adjustments to the schedule of classes. Dean Kohli asked if Chairs required a primer on how to allocate work utilizing "Careful Consideration."

*Winter/Summer Intersession:* Dean Kohli indicated that the Chairs' decisions to not offer winter intersession courses had been discussed at a meeting of the Deans with the Provost.

Some Chairs expressed concern that offering winter classes would reduce the number of sections they could offer in the Spring semester and result in reduced work for lecturers. They also indicated that offering high DFWI 16-week courses during a 4-week intersession does not support vulnerable students and their mental health. Chairs noted there are fundamental systemic issues that are causing our enrollment problem, and that winter intersession class offerings are not the solution to this problem. They noted the frequency of cancellation of intersession and summer session classes and reduced compensation to faculty when classes do not achieve ideal enrollments as significant disincentives for faculty to want to teach in these EU sessions. Chairs expressed support for how, in the past, data was provided to Chairs regarding which courses were needed by students who were three to six units short of completion so that those courses could be offered during the intersession.

Other Chairs felt that self-interested and profiteering behavior associated with the winter and summer sessions has no place in a public institution and it reflects the soft privatization of higher education, which is contrary to the campus' mission. They expressed the belief that Extended University's focus should be on offering courses to the community as opposed to trying to offer courses to our regularly enrolled students at a high cost of tuition. There also needs to be consideration because teaching a ten-week summer intersession course might impact a faculty member's scholarship and their ability to secure tenure.

*EM Ambassadors:* Dean Kohli will forward a message to Chairs regarding a call for School of Arts & Sciences Enrollment Ambassadors. Dean Kohli has been asked to recommend three faculty ambassadors. Appointees will receive a stipend of up to \$7,000 for an annual commitment. Dean Kohli indicated that a call for faculty ambassadors would be issued, and asked Chairs to help identify faculty members by the October 18 meeting.

*Commencement:* Dean Kohli requested input from Chairs regarding an honor convocation during commencement. Chairs were in complete support for offering an honors convocation to acknowledge students' academic achievement.

*Interim AD:* Dean Kohli asked for the Chairs support in recruiting an Interim Associate Dean position through the end of summer to help share with some of the responsibilities of the School. Chairs acknowledged the need for additional leadership at the Associate Dean level and expressed frustration that attempts to recruit a second Associate Dean were derailed by the Provost. She noted that an internal candidate would be preferred due to a limited training period and short tenure.

*Update on Block Scheduling:* AD Hampton explained the block scheduling was a labor-intensive effort by the Registrar's Office. He noted that the Spring block scheduling will be limited to Math and English. If Fall schedules did not include Math and English, students will be directed to complete those Golden Four requirements in the Spring. AD Hampton noted that planning for the Fall 2023 block schedules will occur in November and December. Faculty representatives to the Block Scheduling Committee also provided updates.

Chair Buhl explained that 278 blocks were created, 90 of which were actually used by students. Registrar's Office staff created one block for every two incoming first-year students. Chairs noted that departments can promote the use of the degree planner among students as it has the potential to solve problems. The Block Scheduling team has been meeting with departments to train faculty on using the degree planner.

Chairs asked if all first-time, first-year students entering in Fall 2023 will need to participate in a learning community. Dean Kohli indicated that the President has been clear that he wants as many students as possible to participate in a learning community.

Chairs noted that it was the President's stated goal to have all first-time students placed into four classes this spring, and that is not happening. Chairs stated it was the President's decision to enroll students in twelve units through Block Scheduling for the first four semesters, and the Campus was already in compliance with that decision.

#### **IV. Chairs' Item**

*Department funding for UNIV 392:* This item was moved to the Discussion Items segment of the meeting.

Participants agreed to extend the meeting until 10:35 a.m.