



School Of
**ARTS &
SCIENCES**
C H A N N E L
I S L A N D S

**Arts & Sciences Chairs Meeting
October 17, 2023
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes**

Attendees: Stacey Anderson, Dana Baker, Raquel Baker, Geoff Buhl, Rainer Buschman, Stephen Clark, Trina Darakjy, LaSonya Davis, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Phil Hampton, Alison Harris, Jason Isaacs, Jacob Jenkins, Kimmy Kee Rose, Vandana Kohli, Jennie Luna, Marianne McGrath, Lindsey O’Conner, Kiki Patsch, Greg Wood

Absent: Heather Castillo, Blake Gillespie, Bryan Swig

I. Meeting Minutes:

Minutes for August 22 and September 19 were approved. October 3 meeting minutes will be reviewed at the October 31 meeting.

II. Information Items:

Facilities Update: Lead Analyst Harris presented the following facilities updates:

- A new team member joins the Facilities Department today, October 17.
- A Gateway Hall groundbreaking ceremony is scheduled for Friday, November 3 at 11:00 AM.
- A bird from the Newbury Park area tested positive for West Nile Virus (WNV). Please be aware of mosquitoes and report dead birds to EH&S. There have been no human WNV cases in Ventura County.
- Due to construction, University Drive will be reduced to a single lane in November.

Chair McGrath reported that a heat threshold has been established for classrooms. The threshold for standard classrooms without air conditioning (AC) is 87 degrees Fahrenheit. If students are working with equipment that generates heat, the threshold for classrooms without AC is 82 degrees Fahrenheit. Facilities is working to install thermostats in rooms without AC. Dean Kohli noted that faculty have a responsibility to terminate instruction if the classroom environment feels unsafe.

Dean Kohli announced that a new dance floor has been installed in Malibu 120.

Trainings: AD Hampton noted that reminder messages have been sent to approximately 80 faculty to complete required trainings. He requested that Chairs encourage faculty to complete outstanding training as soon as possible. He also reminded Chairs that faculty can view current and outstanding trainings in CSU Learn.

III. Discussion Items:

WTU: Dean Kohli observed that the Campus has moved into a WTU (weighted teaching unit) model. She advised that programs stay within the WTU allocations unless a rationale can be made that will result in higher FTES.

Dean Kohli provided a review of the instructional budget model with an example of a program with a FTES target of 100, SFR (student faculty ratio) of 25, and 3 tenure track faculty (TTF):

- $FTES / SFR = FTEF$ (full-time equivalent faculty): $100 FTES / 25 SFR = 4 FTEF$
- With 3 TTF (3 TTF FTEF), the program will need to schedule 1 non-tenure track faculty (1 NTTF FTEF) to achieve the requirement of 4 FTEF
- The weighted teaching units (WTU) differ for TTF (24 WTU) and NTTF (30 WTU).
- To determine the WTU for the program, multiply the number of TTF FTEF by 24 and the number of NTTF FTEF by 30, and add the two numbers: $(3 TTF FTEF \times 24 WTU) + (1 NTTF FTEF \times 30 WTU) = 72 WTU + 30 WTU = 102 WTU$
- The program has FTES of 100, SFR of 25, FTEF of 4, and WTU of 102.

Schedules: Dean Kohli noted that due to guided registration, some programs may have experienced higher enrollments in GE courses in fall and she asked Chairs to keep this in mind when considering Spring schedules. She asked Chairs to work with AD Hampton for assistance in maximizing schedules to meet or exceed FTES targets or if there is confusion as to how to adjust schedule to meet WTU allocations. She acknowledged that she would request additional WTU for exceptional circumstances.

Courses currencies: Dean Kohli noted that several Chairs have provided feedback that the list of courses not offered for more than 5 years is inaccurate. She will request that all Arts & Sciences courses remain active in the Catalog.

IV. Chairs' Items:

Native American Indigenous Faculty and Staff Luncheon: Dr. Luna announced that a luncheon for Native American Indigenous faculty and staff will be held in BTW 2185 on Thursday, October 19 from 11:30 AM – 1:30 PM.