



**Arts & Sciences
Joint Chairs and Staff Meeting
February 21, 2023
9:00 – 10:30 am via Zoom
Meeting Minutes**

In Attendance: Sean Anderson, Stacey Anderson, Erika Ayala, Dana Baker, Raquel Baker, Xate Bastida, Tom Becham, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Evelyn Caballero, Stephen Clark, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Andrea Grove, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee Rose, , Carmen Krebs, Hope Lilienthal, Lynette Landry, Laura Lugo, Jennie Luna, Karina Madrigal, Gina Matibag, Marianne McGrath, Ivy McKinley, Lori Myers, Amanda Sanchez, Michael Soltys, Bryan Swig, Jessica Vazquez

Absent: Greg Wood

I. Approval of Meeting Minutes

Meeting minutes for February 7 were approved.

II. Information Items

Facilities update: This topic was tabled.

Cease and desist: Dean Kohli noted that she received a cease-and-desist order from the staff union related to instructional support technicians supporting Extended University programs. She affirmed the importance of staff receiving compensation for their work.

Nursing Department: Dean Kohli acknowledged that Chair Landry and the Nursing Department were featured in the *Pacific Coast Business Times* for diversifying the regional nursing workforce. Chair Landry shared that the department incorporated JEDI (Justice, Equity, Diversity & Inclusion) concepts and implicit bias training within the Nursing curriculum. Nursing faculty have audited images shown in classrooms to ensure equitable representation of service populations and have included the social determinants of health and structural racism in course content.

Black Studies: Dean Kohli shared that Provost Avila supports the creation of a Black Studies Department.

III. Discussion Items

Instructional Budget Workbook: Dean Kohli noted the intention of this joint meeting was to bring Chairs and Staff together to ensure everyone understands the processes involved in developing and managing the instructional budget workbook.

Dean Kohli indicated she received the workbook from the Provost's Office with AY 23/24 FTES targets already entered for each department. She noted that Provost Avila indicated the AY 23/24 FTES targets were predicated on an 11% decrease from achieved AY 22/23 FTES. Dean Kohli stated she had sent the workbook to the Chairs for them to review and provide feedback on the assigned AY 23/24 FTES targets. She noted that some Chairs provided a justification for increasing their assigned AY 23/24 FTES. Dean Kohli advocated for and secured an additional 274 FTES to support these programs. The instructional budget workbook was then updated with the approved additional FTES, tenure-track faculty names, and Dean's Office reassigned time and sent to Chairs and Staff for review.

MAR Darakjy requested that Chairs and Staff verify tenure track faculty names and headcount, associate reassigned time to specific faculty members, and enter any known external reassigned time funded through the Provost's Office or RSCA.

Schedule and enrollment update: This topic was tabled.

Office space: This topic was tabled.

IV. Chairs' Items

Fall enrollment issue: Dean Kohli confirmed that, on February 14, a technical error resulted in 1,300 admitted transfer students being sent rejection notices. She received a communication from AVP Axtell, which will be forwarded to Chairs, explaining how internal processes are being reviewed and automated to prevent such an error from occurring again.

Van update: Chair Sean Anderson secured donor funding for a three-month lease for a twelve-passenger van to support student research and travel. ESRM will manage the logistics of maintaining the van. He invited Chairs to request use of the van for student field trips.

Hiring chill: Chair Fleming requested an update on the hiring chill. Dean Kohli noted that hiring chill exception requests have been received for some staff positions.

Summer compensation: Chair Buhl requested clarity on how Chairs are paid during the summer. Dean Kohli asked that Chair compensation be included on the January 28 Chairs Meeting agenda.