



**Arts & Sciences Chairs Meeting  
February 28, 2023  
9:00 – 10:30 am via Zoom  
Meeting Minutes**

**In attendance:** Sean Anderson, Stacey Anderson, 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, Jennie Luna, Marianne McGrath, Michael Soltys, Greg Wood

**Absent:** Dana Baker, Bryan Swig

**Guests:** Non-Tenure Track Faculty (NTTF) Task Force Co-Chair Nancy Deans, Multimedia Coordinator Tom Emens, Vice President Eboni Ford Turnbow, NTTF Task Force Team Lead Susan Lefevre, Director of Academic Advising Monica Rivas, Director of Orientation & Transition Programs Ariana Robles, NTTF Task Force Team Lead Daniel Sandoval, NTTF Task Force Team Lead Tabitha Swan-Wood

**I. Information Items**

*Time certain NTTF Task Force representatives 9:15-9:30, NTTF Task Force:* Co-Chair Deans introduced the Non-Tenure Track Faculty Task Force as having been established to review and analyze institutional structures, processes, policy standards, cultural norms that impact the non-tenure track faculty job satisfaction and then make actionable recommendations. She explained that the task force consists of three working groups (Department Level Changes, Positive and Supportive NTTF Working Experience, and Institutional Level Changes).

Team Lead Swan-Wood indicated that the Department Level Changes group is working to increase equity within and across departments. She noted the group is focusing on advancing shared governance and supporting scholarly and creative activity.

Team Lead Sandoval noted that the Positive and Supportive NTTF Working Experience group is exploring how the University can support the career goals of NTTF.

Team Lead Lefevre stated that the Institutional Level Changes group is seeking to leverage institutional equity across spaces and places and in policies and procedures across Campus.

*Time certain VP Ford Turnbow 9:30–10:10, Orientation and Student Marketing:* VP Ford Turnbow and team presented Division of Student Affairs updates to the orientation and registration processes for Fall 2023 and introduced the Student Marketing Center as a new resource for communicating with students.

## **II. Discussion Items**

*Summer Compensation:* Dean Kohli described the method by which summer compensation is determined and noted that Chairs would be sent the worksheet as soon as the AY 22/23 version is updated. She invited Chairs to discuss the impact of the stateside summer session on their stipends. Some Chairs asked what additional responsibilities would be required of them during the summer term.

*Schedule:* Chairs provided the number of classes they were offering during Summer 2023.

## **III. Chairs' Items**

*Grant Writing support:* Chair de Lacalle asked if there was a grant writer available to write a proposal with Health Sciences. Dean Kohli suggested that the department repurpose existing proposals.