



**Arts & Sciences Chairs Meeting
April 18, 2023
9:00 – 10:30 am via Zoom
Meeting Minutes**

In attendance: Stacey 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, Jennie Luna, Marianne McGrath, Kiki Patsch (for Sean Anderson), Michael Soltys, Bryan Swig, Greg Wood

I. Meeting Minutes

Meeting minutes for April 4 were approved.

II. Information Items

Facilities update: LSO Swig provided the following updates:

- Mosquito season is expected to be worse than normal this year due to the heavy rainfall.
- An A/V retrofit will take place in Bell Tower 1462 next week (April 19 - 21). All classes have been rescheduled, and work is scheduled to start at 7:00 AM each day. Requests to keep noise levels to a minimum have been made.
- Admitted Dolphin Day is April 29.
- Aut-2-Run is April 30
- The spring residential moveout deadline is May 19 at 7:00 PM
- Repairs to the damaged coil in the new HVAC for Modoc 110 and 160 are taking place today.

STEAM Carnival: AD Hampton announced that the Arts & Sciences STEAM Carnival will be held in the Central Quad on November 4 from 4:00-8:00 PM. He shared that the event is an opportunity for the School's academic programs to be highlighted to community members. The STEAM Carnival will be held in conjunction with CI recruitment team's "Get Ready for College" event, where prospective students can tour the campus, learn about financial aid and participate in workshops. AD Hampton noted that the event was formerly known as the Science Carnival, but it has been expanded to the STEAM Carnival with the "A" representing arts, humanities, and social sciences.

Tenure Track Faculty Search: Dean Kohli asked Chairs to provide requests for 2024-25 TT lines by midnight April 25. She noted that previously approved lines must be resubmitted.

New Degree Updates: Dean Kohli requested that Chairs work with faculty to develop deliverables for the development of new degrees. She noted that the Instructional Budget Workbook would be updated with the WTU assigned to departments for new degree development. She also reported that the School will request to convert three temporary positions to permanent roles (two in Nursing and one in the Dean's office).

Guided Registration: AD Hampton provided information from the Guided Registration task force (formerly known as the Block Registration group) meeting:

- Incoming freshmen will be tracked into a total of 5 classes for the fall semester.
- Registrar Forest will send Chairs a request to review the five courses to be used in Guided Registration for their major as well as course options for GE categories.
- A "Joining the Pod" survey will be sent to students to confirm their major, determine the number of college credits already completed, identify their English course through Directed Self-Placement, and select a Learning Community (LC).
- Students will be directed to particular LCs based on their major.

Donuts with the Dean: Dean Kohli announced a successful Donuts with Dean on April 13. The event also featured the Career Services Photo Booth to allow students to take professional headshots.

Chairs Meetings: Dean Kohli asked Chairs to consider occasional face-to-face Chairs meetings in 2023-24.

End of Year Celebration: Dean Kohli announced the second annual end of year School of Arts & Sciences celebration picnic on May 7 at Mission Oaks Park. She noted that the School would like to invite program honors students and their guests to attend the celebration, and asked Chairs to forward names of program honors recipients to Lori Myers.

III. Discussion Items

Summer Schedule: LSO Swig reported Summer 2023 enrollment at 263 FTES, or 7.3% of the School's 2023-24 FTES goal of 3600. He encouraged Chairs to watch Summer course enrollments for the viability of courses and to determine whether to open an additional section(s).

Faculty Announcements: Dean Kohli announced that the School is losing two valued tenure track faculty despite negotiation efforts. She also noted that a search is underway in Health Science and the possibility of an internal candidate for the Chair of Nursing

Program Review: Dean Kohli informed Chairs that self-studies will be supported with 3 WTU from AVP Neto, and asked Chairs to copy her when requesting support for self-studies.

Chair Evaluations / Chair Elections: Dean Kohli called for greater responsiveness in the evaluation process and noted the importance of evaluations in chair development. She asked Chairs to encourage Chair Evaluation Committees to submit their evaluations as soon as possible.

Dean Kohli announced that the School is currently holding seven department chair elections. She also called attention to the inconsistencies in program by-laws regarding chair elections and proposed that program by-laws be updated to create consistency within the School.

Course Fees: MAR Darakjy noted that some programs had high course fee balances that need to be spent. She asked Chairs to work with their staff to use the funds and determine if past purchases were incorrectly billed to an account and can be applied toward course fee balances. MAR Darakjy also suggested that programs who may not be able to use the funds have the option to transfer the funds to the School to be reallocated.