

Arts & Sciences Chairs
August 22, 2023
9:00 – 10:30 AM
J. Handel Evans



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

Meeting

Conference Room

Meeting Minutes

In attendance: Mary Adler, Dana Baker, Raquel Baker, Geoff Buhl, Catherine Burriss, Rainer Buschmann, Stephen Clark, LaSonya Davis, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Blake Gillespie, Philip Hampton, Alison Harris, Kimmy Kee Rose, Marianne McGrath, Lindsey O'Connor, Kiki Patsch, Bryan Swig, Greg Wood

Absent: Jose Alamillo, Jacob Jenkins, Vandana Kohli

I. Information Items

Welcome to new Chairs & acknowledge outgoing Chairs: AD Hampton welcomed incoming Chairs LaSonya Davis (Nursing), Lindsey O'Connor (Sociology), and Kiki Patsch (ESRM). He also acknowledged the service of outgoing Chairs Sean Anderson (ESRM), Andrea Grove (Sociology), Lynette Landry (Nursing), Michael Soltys (Computer Science), and Program Coordinator Catherine Burriss (Performing Arts).

Disability Accommodations and Support Services (DASS) – Nick Fuentes and Emily Campagna (Time Certain 9:15-9:25): Director of DASS Fuentes announced the expansion of the DASS office to serve students and faculty. DASS Case Manager Emily Campagna provided Chairs with information for students to determine available services and/or modifications for students. She also noted faculty recourse is available at <https://www.csuci.edu/dass/>

Facilities update: LSO Swig provided the following facility updates:

- Mosquitoes are active on campus with no active mitigation, save for mosquito traps on campus.
- Fleas have been reported in Bell Tower West and pest control efforts are underway.
- The Bell Tower Central terrace is slippery, and students and faculty should be notified of potential hazards. Chairs are asked to remind their faculty to submit injury reports and to inform LSO Swig if injuries occur.
- The Aliso Hall roof is complete and current leaks are being investigated by Facilities.
- The Nursing SIM lab is undergoing plumbing ventilation with materials on order.
- The Art glaze room is completed, and a lock is scheduled for early September
- The Malibu 120 construction update will occur offline.

RSS (Risk and Safety Solutions) reminder: LSO Swig announced that hazard assessments are the responsibility of Chairs for courses, research activities, and studio or laboratory activities. He clarified that inspections focus on physical space, while assessments are about the activity occurring in spaces. LSO Swig offered Chairs assistance with RSS.

Budget meetings with Chairs and Staff: MAR Darakjy confirmed that while the current budget has not been released, Chairs may make purchases based on prior year budgets.

She also noted that she will schedule budget meetings with each chair and staff member in the coming weeks. Chairs were asked to inform MAR Darakjy if departmental lab fees should be put on hold.

Chair Training: MAR Darakjy announced a Chair Training on September 8 from 9:00 AM – noon in Sierra Hall 1212. Chairs will receive training on topics ranging from using the two-year template to how to read a budget log.

Data Sources for Chairs: AD Hampton distributed hard copies of data sources to use when running queries to access enrollment information.

All Chair Meeting (September 5): AD Hampton announced that SASE AVP DeGraffenreid has requested an All Chairs meeting on September 5.

Mandatory trainings: AD Hampton noted that the School is now responsible for monitoring mandatory trainings (Discrimination and Harassment Prevention Program for Supervisors and Non-Supervisors, Gender Equity and Title IX, and Data Security FERPA). He indicated that select individuals may also be required to complete a Conflict of Interest training. AD Hampton will send reminder emails to individuals who have not completed the required trainings.

Fall enrollment update: AD Hampton provided a Fall 2023 enrollment update and noted that in unassigned sections result in FTES not be attributed to programs in the Enrollment Management dashboard.

CARE Team representative needed (10 AM Th): AD Hampton called for assistance from Chairs to recruit Arts & Sciences faculty who can serve as a CARE Team representative to be available for weekly meetings at 10:00 AM on Thursday mornings. This position will not receive reassigned time.

II. Discussion Items

Registration/Orientation feedback: AD Hampton requested and received the following feedback regarding registration and orientation events. He noted feedback would be provided to the Orientation Committee.

- Major exploration presentation may be more useful during registration.
- Students would benefit from a session with faculty before they register.
- Suggested tabling earlier in the summer with a split from non-academic orientation, some could not make orientation dates.
- Some students felt Admitted Dolphin Day, Orientation and Registration events offered the same information.
- Some students complained about being assigned to classes they did not want.
- A student was told she had to stay the night on campus, which was distressing for the student as it was their first night away from family.
- Not all Chairs received an invitation to table at the Ecko Fun Fest
- Some Chairs did appreciate the one-on-one time with students.
- It would be beneficial to schedule earlier orientations for students who require placement exams.

Syllabus policy and collection of syllabi: AD Hampton indicated that maintaining a repository of syllabi is a WASC requirement. Academic staff have been asked to upload Fall 2022 syllabi with a naming protocol (department, course number, section number, instructor, semester, year). He asked Chairs to remind faculty about the syllabus policy and assist staff in the collection.

TT searches: AD Hampton announced that Provost Avila indicated the School will receive 6-8 tenure track lines for AY 2024-25 and that the Provost indicated a memo would be forthcoming.

III. Chairs' Items

Student Affairs requests for hours of faculty time: Topic was tabled for a future Chairs Meeting as a Discussion Item.

Classrooms for hi-flex teaching – BT 2598, 2688: Chairs asked about the new hi-flex classrooms and whether faculty could allow students to attend class remotely. AD Hampton indicated that the modality of the class could not change but that instructors, at their own discretion and potential additional workload, could provide a remote option in these classrooms.

MyCI emails: Chair de Lacalle requested IT support to ensure automatic forwarding of faculty myci.csuci.edu messages to faculty csuci.edu accounts.