



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

Arts & Sciences Chairs Meeting

September 24th, 2024

9:00 – 10:30 AM

J. Handel Evans Conference Room

Meeting Minutes

Information Items:

Christopher Acosta-Experiential Learning, Internships, and Career Readiness

- Discussed
 - his efforts to promote experiential learning and internships on campus,
 - his work in building a culture of career readiness, decoupling service learning and internship course codes, and creating resources for faculty and students. Interim Dean Hampton mentioned the potential launch of a summer internship program and the need for a conversation to clarify the interpretation of service learning and internship courses.

Minutes 9/10/24 Approved

DAAS Accommodations

- Luis reminded faculty to comply with DASS accommodations. Faculty can contact him or the Dean's office for additional guidance related to DASS accommodations requests

Staffing Update

- Trina announced the hiring of Stephanie Jacinto as the second Department Coordinator.

- A new position, a Space Planning Coordinator, will be starting on October 1st. This position will be supervised by Trina within Arts and Sciences but will be for all Academic Affairs.
- Interim Dean Hampton is currently overseeing the lab techs but plans to find an appropriate administrator soon.

Facilities Update

- A half marathon will take place on October 13th, closing Ventura Street.
- Smoke detector testing would occur in Anacapa housing.
- The fume hoods in Modoc 160 were not functioning due to issues with the airflow system, with a vendor expected to correct the issue within two weeks.
- An electrical outage plan was in place for the weekend, with a previous outage affecting the Glen last weekend.
- A new safety position was being considered to handle emergencies and lab inspections.

NTTF Brown Bag 9/26 Madera

- Luis encouraged the Chair's to remind the Non-Tenure Track Faculty to attend the Brown Bag event on Thursday, September 26.

Arts and Science Budget Committee

- Call for volunteers to serve on the Arts & Sciences Budget Advisory Committee

Chair's Items

Consolidated Course Fee System Discussion

- Potential implementation of a consolidated course fee system for the school, mirroring CSUN's model.
- Chair's expressed concern about funds being used for other purposes instead of supporting specific courses.

- Interim Dean Hampton mentioned that he would gather more information and bring it back to the team. He also discussed the need for more flexibility in managing lab fees and other costs, suggesting a potential middle ground for certain programs.

Funding Request and Requirement Concerns

- Interim Dean Hampton encouraged the team to submit funding requests.
- He also highlighted the need for broader institutional input before implementing significant changes and advised the team to notify the Dean when submitting requests.
- Chairs also addressed the issue of planned obsolescence in equipment and the importance of requesting additional units for running more classes.
- Interim Dean Hampton and Trina also discussed the travel policy, the Majors fair and the scheduling of programs.
- A recent concern regarding messaging at recent college fairs from different campus departments
- Need for a uniform message and understanding/presentation of CSUCI's strengths.

Addressing Enrollment and Program Concerns

Interim Dean Hampton discussed the university's enrollment numbers, which were 57 full-time equivalent students (FTES) below their target for the fall. There was discussion about how changes to the pre-nursing track may have affected the numbers. The Chairs discussed two legislative bills going to the governor's desk that would allow community colleges to offer a baccalaureate degree in nursing. There was concern about the potential negative impact on the nursing profession in California due to the passage of these bills.

Discussion Items

Spring Schedule

Luis mentioned he was awaiting an updated NTTF entitlement sheet from Faculty Affairs and will make it available in the Chairs' shared folder.

Luis noted the spring schedule is contingent on courses meeting minimum enrollment numbers. Guidance on this will be provided by the Provost Office.

Schedule Planner Updates

Trina discussed the upcoming schedule for Spring 2025, including a new column for additional classroom characteristics, and emphasized the importance of working with analysts for any schedule changes.

Lastly, the Chairs discussed the challenges of offering classes to faculty with specific availability constraints, encouraging early communication to avoid potential issues.