



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

Arts & Sciences Chairs Meeting January 21st 9:00 – 10:30 AM Meeting Agenda

- **Time Certain with Dr. Gina Gibau (9:05-9:20)**
 - Dr. Gina Gibau acknowledged the need for more tailored FRISK training for chairs and expressed her intention to partner with them to address conduct of concern.
 - She discussed the importance of documenting complaints and the need for clarity on the roles and purview of chairs.
 - Dr. Gibau also mentioned that the CSU is finalizing guidelines for all campuses this month.
 - She encouraged the chairs to set expectations and document them, and offered to help construct any necessary documentation.
- **Meeting Minutes:**
 - [Chair's Meeting Minutes 12.17.24.docx](#)
 - Approved
- **Information Items**
- **Facilities Update**
 - Trina Darakjy asked for faculty not to move ADA furniture the in the classrooms
 - To report a classroom concern, faculty can submit a workorder two ways. Either through the QRcode in the classroom or on the [“I Need Page”](#) webpage.
 - Chaparral Hall Items
 - Please remove items from the Chaparral Hall before they are put into surplus.
- **DO Updates**
 - Spotlight and Faculty Excellence awards
 - Interim Dean Hampton proposed to pause the Spotlight on Research and Faculty Excellence programs for fiscal reasons and to bring them back in a subsequent year.
 - Summer HIP S-Factor
 - The summer HIP program will not be repeated due to class size requirements (please refer to Phil's “Summer HIP 2.0” email sent on January 28 for an update)
 - FabLab Space

- They discussed the creation of a fabrication lab, with a proposal due on February 12th, and asked for patience with curriculum updates.
 - Spring 2025 deadlines/ processes
 - Interim Dean Hampton is waiting information from the Provost's Office regarding the instructional budget and schedule building.
 - DAA Welcome Back is tomorrow
 - Two Chairs, Greg Wood and LaSonya Davis, will provide feedback about attending graduation.
 - Stacey Anderson will work with ESRM about creating a short blurb about their Service-Learning Trip.
 - Heather Castillo to share information about upcoming dances and performances.
 - Community College Baccalaureate Programs-reminder if reporters reach out to them, inform the reporters to talk to Lina Neto.
 - STEAM Carnival
 - March 8th, 2025: 1-5pm
 - Interim Dean Hampton requests faculty interested in participating in the STEAM Carnival on March 8th to let him know by January 31st.
 - Travel
 - The Budget Committee will review the process for field trips.
 - Regarding travel and budgets, Interim Dean Hampton asks faculty to submit field trip paperwork early, utilize other funds besides GD901 if available, apply for Provost funds, and work with support coordinators for key requests until a new process is established.
 - Key Requests
 - Please work with coordinator and make sure the students complete the required training.
 - Copy Center Communications
 - Alison Harris reminded the faculty list class/lab information on the copy request to ensure accurate invoicing.
 - She also mentioned that a call for syllabi would be sent out, with specific links for accessing documents.
 - Collective Vision Spring Activities
 - Luis Sanchez updated the team on strategic planning activities, including online feedback sessions and updates to the arts and sciences website.
 - He also mentioned the Gallery Walk for CI 2030.
 - Supporting those affected by the fires
 - Luis Sanchez mentioned the extension of the new student application deadline (3/17).
 - He also mentioned the challenges faced by students affected by the fires, including air quality and commute issues, and encouraged flexibility and empathy.
- **Chair's Items**
- Summer Pay

- Interim Dean Hampton has requested information about this from the Provost office, but has not heard back yet.
- Conduct of Concern Process
 - Interim Dean Hampton clarified that the process now involves the Dean's office and the Chancellor's office, with the latter still working on the policy.
 - There were concerns about the lack of a clear process for reporting and addressing conduct of concern issues that don't rise to the level of a Title 9 violation
- **Discussion Items**
- Low Enrolled Course Update
 - Luis Sanchez discussed the process of handling low-enrolled courses and the subsequent cancellations.
 - He mentioned that the Dean's office was asked to provide a report on the issue, which involved analyzing the enrollment numbers and identifying alternative classes.
 - The report showed that 48.5% of the courses offered were considered low-enrolled, but after waivers and cancellations, the number reduced to 25 sections.
 - The Chairs expressed their dissatisfaction with the university's communication with students, particularly regarding course cancellations. They emphasized the need for a more nuanced approach to avoid panic among students.
 - They also discussed the challenges of students registering late due to their work commitments.
- SRPC Meeting Dec 17th, 2024
 - The conversation ended with Interim Dean Hampton encouraging everyone to watch the SRPC meeting for important information.