



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

**Arts & Sciences Chairs Meeting**  
**October 8<sup>th</sup> 9:00 – 10:30 AM**  
**J. Handel Evans Conference Room**  
**Meeting Agenda**

**Attendees:**

Rachel Soper, Stacey Anderson, Dana Baker, Geoffrey Buhl, Rainer Buschmann, Heather Castillo, Trina Darakjy, LaSonya Davis, Sonsoles de Lacalle, Erich Fleming, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Kee-Rose, Marianne McGrath, Kiersten Patsch, Trent Ruiz, Gregory Wood, Javier Gonzalez, Jose Alamillo, Luis Sanchez, and Lauren Hakel

- **Meeting Minutes:**
  - [Chair's Meeting Minutes 9/24/2024- Approved](#)
- **Information Items**
  - Staffing Update:
    - Sarah Krzewski will be starting as the new space coordinator and Trina taking on additional responsibilities to help with space planning.
  - Facilities Update:
    - A half marathon will take place on October 13<sup>th</sup>
    - Grad students will be checking ethernet ports in classrooms.
  - CSU Concerns with CCC BDPs
    - Interim Dean Hampton provided a standard response to be used when contacted by reporters regarding duplication concerns.
    - “The CSU Office of the Chancellor will respond to any questions regarding CCC BDP duplication concerns on behalf of the university.”
  - Common Course Numbering Phase II
    - The Common Course Numbering initiative aims to standardize course numbering across 12 disciplines. Interim Dean Phil mentioned the upcoming deadlines for input.
  - Departmental Canvas Page

- Chairs to review and update their own department's Canvas page. If needed, Trina's team can help and support the development of the page.
  - CSU Learning Training Compliance
    - Luis Sanchez addressed the issue of learning training compliance and planned to send individual emails to those who are overdue.
    - Chairs to encourage faculty to complete overdue CSU learning/training requirements.
  - Title IX Update Memo on Pregnant Students
    - A memo was sent about the New Title IX protections for pregnant students and related conditions. There were concerns about the policy and how to apply the policy in real life situations.
    - Luis Sanchez to follow up with Title IX office regarding concerns about the policy.
    - Chairs can access the memo here: [Updated Title IX Memo](#)
  - Admissions Preview Day – Saturday, November 9
    - The event is from 10-11am. Sign up by October 28<sup>th</sup>.
    - This will be a resource fair set-up. Each program will have a table, sun shade, and two chairs.
  - DASS Exams and Faculty Coordination
    - Interim Dean Phil emphasized the goal of providing accommodations without undue stress on faculty or staff.
    - Trina suggested that exams should be sent electronically to faculty, rather than having staff handle physical scantrons.
    - The team agreed to continue the conversation to find a solution that works for all groups.
  - Budget Committee
    - Scheduling the meeting at the end of October
- **Chair's Items**
  - CA Forum for Diversity in Graduate Education Saturday October 19<sup>th</sup> –Jose Alamillo

- This event will take place at UC Riverside, is free for students, and transportation is provided.
- Chair Evaluations
  - The consensus was to move chair evaluations to the fall semester and hold chair elections in the spring semester.
- White Paper Request
  - Please send funding needs and ideas to Interim Dean Phil
- **Discussion Items**
  - WTU
    - Interim Dean Phil to advocate for needed WTUs in meeting with Interim Provost Jessica next week regarding instructional budget.
  - Spring Schedule
    - Course Fee Discussion
      - There was not a recent update regarding the uniform course fee, however Trina Darakjy mentioned it could be on the horizon.
      - The Chair's discussed the potential benefits and drawbacks of a new course fee model aligning with the university's mission of student-centered education.
      - There was also discussion about the possibility of a campus quality fee to improve student experience.
    - Cross Listed Prefixes
      - Please update your planner with the appropriate information. This information is still needed.
    - Changes to schedule
      - Before making any changes, please get approval from the dean's office before the analysts can make the update.