



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

**Arts & Sciences Chairs Meeting  
October 22<sup>nd</sup> 9:00 – 10:30 AM  
J. Handel Evans Conference Room  
Meeting Minutes**

- **Meeting Minutes:**
  - [Chairs Meeting Minutes 10-08-24.pdf](#)
    - [Approved](#)
- **Information Items**
  - Nursing Accreditation
    - The Nursing Department hosted two accreditation agencies between October 14<sup>th</sup>-Oct 18<sup>th</sup>.
  - Facilities Update
    - QR cards have been placed in classrooms to assist faculty in reporting any issues.
    - Concern was expressed about in the event of a power outage, the button lock in a classroom, will be inoperative, requiring the use of a physical key.
  - Space Memo
    - Furniture that is not part of the classroom standard will be removed. Kindly send an email to Trina if you wish to retain any items.
    - A charging solution for ADA requirements needs to be reviewed (plugs near the ADA seating).
  - Halloween Bash 10/31 11:30-1:00pm Petit Salon
    - Hosted by Academic Affairs
    - Bring a desert/treat to share
  - Learning Community Course Reminder
    - Need to confirm whether Spring learning community course are “optional”. Possible impact on enrollment

- Student Course Fee Proposals
  - Call for Student Course Fee Proposals for fee implementation in AY 2025-26. It is due this Friday, October 25, 2024
- Call for Committee Volunteers:
  - IRA Committee
    - Final Faculty Appointment
    - Email the Senate if interested
  - Strategic Planning Subcommittee
    - Five different subcommittees (One Health Vision, LEAP, LUX, APEX & FAST)
    - Email Interim Dean Hampton if interested
  - Homecoming Week 10/21-10/26
  - Commencement Committee is recruiting volunteers
  - STEM Net conference in March
    - Email Interim Dean Hampton if interested
    - [Conference Information](#)
- Admissions Preview Day Saturday, November 9
  - The event is from 10-11 am. [Sign up](#) by October 28th.
  - This will be a resource fair set-up. Each program will have a table, sunshade, and two chairs.
- **Discussion Items**
  - Budget Presentation 10/14/24
    - The group discussed alternative ways to manage the budget, such as generating algorithms to calculate class sizes and student numbers and adjusting class sizes per program.
    - They also discussed the potential loss of faculty positions and the impact of reduced travel budgets.
    - It was also mentioned that the university had exceeded its budget for the spring schedule and would need to have conversations about any program that's over its allocation for spring.

- The Chairs also expressed worry about the university being absorbed by another entity but noted that there were no current plans for this.
- Low Enrolled Course Guidance Memo
  - The Chairs expressed concerns about the policy's impact on the institution's culture and its alignment with the institution's needs.
  - Implication for Chairs' workload during the break while off contract
  - They also questioned the policy's deadline and suggested a more nuanced approach, considering the varying costs and responsibilities across different departments and programs.
  - There were concerns about the policy's effectiveness in building a stronger institution and its potential negative impact on student enrollment.
  - They criticized the implication that the program was not carefully building its schedule of classes, suggesting that the issue was not about the numbers but about the lack of resources and support.
  - Financial challenges faced by the institution were discussed, including the potential budget cut next year and the unexpected cut this year.
  - An improved planning process that incorporates input and feedback may enhance the alignment of course offerings with enrollment trends.
  - It is important to consider whether our objective is to minimize costs or to maximize enrollment, as this decision will impact our approach to addressing current challenges.