



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

**Arts & Sciences Chairs Meeting
November 5th 9:00 – 10:30 AM
Zoom
Meeting Minutes**

Attendees:

- **Meeting Minutes:**
 - [Chairs Meeting Minutes 10-22-24.pdf](#)
 - Approved
- **Information Items**
 - Honor's Convocation
 - Interim Dean Hampton provided details on the upcoming Honors Convocation at the end of the spring semester, highlighting the need for programs to present their program honors.
 - Discussion on how honor societies should be involved; suggestion made to host a separate honor society event. Interim Dean Hampton will seek clarification.
 - Cottage Research Institute funding opportunity
 - Interim Dean Hampton reminded the group about the Cottage Research Institute funding opportunity, with one proposal sent from the biology department.
 - Deadline to submit is Nov 8th.

- Facilities Update

- Joyce from EHS mentioned: High Wind Warning in effect from November 6, 04:00 AM PST until November 7, 06:00 PM PST. They may need to shut off power to Town center as a safety precaution. She sent out a campus global email with details.
- Chris Jetton PD: There may be a film shoot happening Sunday 11/16 through Wednesday 11/20. This is still being confirmed. If it goes through Camarillo St will be affected. Filming will primarily occur in the evening.
- Facilities: Work on the HVAC for Modoc 160 will happen tomorrow at 6AM.
- Greg Procurement: Justin has been called to military duty and will be out until October of next year. For any property management concerns please contact Theresa Montoya. Roxane from Facilities Sustainability will be leaving the campus on 11/15 for another position. Mike Harrison expects to be the one who will receive SCE power outage notifications in the meantime.
- There will be a planned power outage on 11/23. It will affect Town Center. Not sure of the duration yet.

- Update on O&E Reduction

- Interim Dean Hampton updated the group on a 4.1 FTE reduction in Academic Affairs. A 40% reduction in operations and expenses was also discussed, with Arts and Sciences facing a \$65,000 reduction.

- **Chair's Items**

- **Travel Policy**

- Javier Gonzalez inquired about the new travel policy and whether there is a budget for each tenure-track professor to take one trip per year. Javier questioned whether it would be possible to transfer his allocated travel funds to another faculty member. Trina Darakjy clarified that there is a pool of money managed by the provost, with approvals made on a case-by-case basis.

- **Discussion Items**

- Instructional WTU

- Interim Dean Hampton reviewed WTU allocations for the year, including the fall and spring terms, stressing the importance of accounting for any fall overages and spring WTU requests.
- Interim Dean Hampton mentioned the school is exceeding its given Workload Teaching Units (WTUs) and the potential for a 15-unit augmentation.
- Everyone was instructed to add any fall overages and spring requests to their totals in the spreadsheet that was provided to them, ensuring the total does not exceed the remaining pool of 179 WTUs.
- Please review your allocations in case of any discrepancies.

- A&S Budget Presentation

- Trina Darakjy provided a budget overview, detailing various funding sources, including the general fund, QZip (grant money), MSFT and Ira funds, and revenue funds.

- Trina highlighted significant budget constraints, including:
 - A 40% reduction in supplies and services
 - \$65,000 reduction in travel expenses
 - \$212,500 commitment for new faculty hires
 - Loss of the Qzip fund and a reduction in savings from reassigned time.
- Dana Baker questioned the allocation of work-study funds, suggesting they could be used more effectively to keep students employed in roles that support academic improvement.
 - Trina clarified that while work-study positions cannot be specifically advertised, any student can be hired if the budget allows.
- Fall Enrollment Analysis
 - Luis Sanchez presented data on course cancellations based on enrollment guidelines, noting that if applied in July, 365 courses would have been canceled, compared to 256 in October.
 - He emphasized that 84 courses initially low in enrollment later met the required threshold.
 - Luis showed data on hypothetical cancellations using the 75th percentile of enrollments as a more flexible guideline for canceling courses, suggesting it would better accommodate the needs of different academic programs.

- Concerns were raised about academic advising, particularly about students being recommended to drop classes or take courses at other campuses.
- The team agreed on the need for improved communication and alignment between faculty advisors, academic advisors, and the advising system.