



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

Arts & Sciences Chairs Meeting December 3rd 9:00 – 10:30 AM Meeting Agenda

- **Meeting Minutes:**
 - [Chairs Meeting Minutes 11/19/2024](#)
 - Approved
- **Information Items**
 - **Update on Student Withdrawals and Financial Aid-Luis**
 - If 60-70% of the semester has been completed, course withdrawal will not impact financial aid.
 - **Academic Advising Report-Luis**
 - While EOP counselors serve as academic advisors, final authority regarding the excess unit process rests with the Department Chairs.
 - Feedback from the EOP office has been largely negative.
 - The SAPP Committee is currently in the process of updating the relevant policy.
 - Department Chairs have expressed a desire to be more involved and informed throughout the process.
 - For students pursuing a double major, clarification is needed regarding which department Chair holds final decision-making authority.
 - **Facilities Update-Phil**
 - Microsoft upgrades while be causing some outages.
 - For room concerns reach out to Sarah Krashefski.
 - For safety concerns reach out to Joyce Spenser.
 - **Spring 2025 Advising and Orientation Sessions -Luis**
 - Advising – Monday, December 16th and Dec 17th
 - Orientation Sessions - January 13th and January 14th
 - Meeting requests will be sent this week to all program chairs. Each program will be presenting once over the course of the two dates noted above. As a reminder, transfer dates are major specific.
 - Colleen Delaney is on intermittent medical leave.

- **Chair's Items**

- **General Education (Rainer)**

- Interim Dean Hampton to elevate the request to extend the GE course modification deadline to February 1st to the Provost and Academic Senate.
 - The chairs discussed the challenges of the GE Committee's deadline for course modifications, which they found to be unrealistic and insensitive, especially during the holiday season.
 - They also discussed the need to address the cross-listing issue and the requirement of having GE learning outcomes in GE courses. They emphasized the need for a more deliberative approach to these changes.
 - They also discussed the need for more support and guidance in implementing the GE program, and the importance of involving faculty in the process. The team agreed that the GE program should be approached thoughtfully and collaboratively, with workshops and discussions involving different programs and the GE committee.
 - The Chairs also emphasized the need for clear policies and definitions, particularly regarding the concept of an "academic unit."

- **Second Baccalaureate**

- Department Chairs seek clarification on the policies and potential barriers that impact individuals pursuing a second bachelor's degree.

- **Summer Courses and Internships**

- Interim Dean Hampton to follow up with Provost Jessica regarding the possibility of continuing the summer HIP S-factor and adding an internship program.
 - Scheduling planning for the upcoming terms begins in the summer and fall, and there is a need for budget information to proceed effectively.

- **Discussion Items**

- **Budget Discussion-Phil and Trina**

- Trina Darakjy presented an Arts and Sciences budget PowerPoint, highlighting the high spending in the first four months of the fiscal year and the significant increase in

consultant costs. She also noted the potential drop in the anticipated budget from a million to 250k, and the need to balance the books in terms of budget allocation. Lastly, she discussed the increased in costs associated with summer compensation.

- Trina discussed the potential for budget cuts and the need to justify spending. She expressed concern about the misuse of indirect costs (IDC) and the potential for these funds to be swept. Trina discussed the possibility of using Q-zip funds for salary buyouts but noted the high cost of benefits associated with this.
- Interim Dean Hampton shared the two motions the Budget Committee vote on:
 - *Motion #1: \$1000 dollar limit on all equipment requests: Requests over this amount will need to be requested to the Dean's Office for approval with Budget Committee consultation.*
 - *Motion #2: All Dept. funded Travel (excluding the Provost funded travel) and Meals/Hospitality are RESTRICTED until further notice. Exceptions will need to requested to the Dean's Office for approval with Budget Committee consultation.*
- The meeting supported these motions applying to GD901 funds only. The restrictions will not apply to Q0000 (indirect costs), TH930, Foundation funds, or student fees.
- **Central Supply Closet (Trina)**
 - Trina to finalize plans for creating a central supply room in Bell Tower Central.
- **Low Enrolled Requests-Phil**
 - Interim Dean Hampton discussed the challenges of low enrollment and mentioned that Chairs can now submit exemption requests.
 - The Chairs highlighted the issue of students enrolling late and the need to change the culture of students to enroll on time. They suggested a strategy of negotiating work and school and proposed a scheduling system labeled as "3A" to provide students with more certainty in their schedules.

- They also mentioned the need to address the concerns of students who are uncertain about their immigration status and may not be enrolling due to this.
- **Enrollment Update-Luis**
 - Luis Sanchez shared as of Tuesday, 369 students have accepted CSUCI. He continues sending weekly enrollment reports and low-enrolled course lists to chairs every Monday.
 - Luis to update the chairs' folder with the breakdown of spring admission numbers by major.