



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

Arts & Sciences Chairs Meeting December 17th 8:00 – 9:00 AM Meeting Agenda

- **Meeting Minutes:**

- [Chairs Meeting Minutes 12/03/24](#)

- Approved

- **Information Items**

- Office Hours with Phil and Luis on Thursday 12/19 9:30-11am
 - Email Lauren to schedule an appointment
- Upcoming Spring Semester Events
 - Friday Classes will start on January 17th
 - DAA Welcome Back Event -Wednesday January 15th 1-2:30pm
- Arts and Sciences Welcome Back Event
 - Thursday, January 16th 9-11am in the Petit Salon
- FASE New Lecturer Orientation
 - Thursday, January 16th 2pm
- Independent Contractors Form: The new form was introduced. Trina clarified that it does not replace the vendor form, but is needed for compliance with budget and employment regulations.
- SRPC Meeting Tuesday 12/17 1:30 to 3:00 pm
- Facilities Update: No specific updates were provided during the meeting

- **Chair's Items**

- **Special Pay Orientation (January 14th)**
- A special pay orientation is scheduled for January 13th and 14th. Interim Dean Hampton will work with Trina Darakjy to ensure compensation for faculty attending orientation before the contract start date.

- **Roadmaps and Course Offerings**
 - The discussion on roadmaps and course offerings continued. Interim Dean Hampton and Geoff Wood discussed the challenges of using roadmaps in determining course schedules and explored the possibility of a more flexible approach.
 - Geoff raised concerns about the unidirectional nature of course roadmaps and the need for more flexibility in scheduling.
 - Interim Dean Hampton emphasized the need for a better communication mechanism to inform students about course sequencing.
- **Improving Course Scheduling and Resource Allocation**
 - Heather Castillo and Interim Dean Hampton discussed the shift from an FTEs model to a WTI model, stressing the importance of having a multi-year course offering plan to anticipate program needs and resource allocation.
 - Geoff suggested categorizing courses into four types based on their frequency of offering to improve scheduling and resource planning.
- **Discussion Items**
 - Budget Committee Update:
 - The Budget Committee is set to meet after January 15th to discuss further budget reductions and allocations. The group discussed the need for a standardized system to flag courses in the schedule.
 - Trina Darakjy provided updates on the budget request process, noting that the school needs to make a \$65,000 reduction.
 - Low Enrolled Sections
 - Interim Dean Hampton and Luis Sanchez will continue analyzing low-enrolled courses, focusing particularly on GE offerings.
 - Discussions highlighted the need for better planning and communication regarding course scheduling to avoid inefficiencies.
 - Dana Baker expressed concern about low-enrolled courses and the need to communicate this data to the Provost.

- The group agreed to expand the analysis of low-enrolled courses, including longitudinal data, to better inform planning decisions.