



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

Arts & Sciences Chairs Meeting
April 23, 2024
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes

Attendees: Mary Adler, Jose Alamillo, Ahmed Awad, Raquel Baker, Geoff Buhl, Rainer Buschman, Heather Castillo, Stephen Clark, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Cynthia Flores, Alison Harris, Phil Hampton, Jason Isaacs, Jacob Jenkins, Kimmy Kee Rose, Marianne McGrath, Lindsey O’Conner, Kiki Patsch, Trent Ruiz, Chris Scholl, Bryan Swig, Greg Wood

Absent: LaSonya Davis

I. Information Items

Policy on Affordability and Accessibility – Profs. Dennis Downey and Tiina Itkonen (Time Certain 9:05 – 9:20): Profs Downey and Itkonen noted that the Policy on Affordability and Accessibility aligns the Campus with Higher Education Act of 2018. Chairs were asked to remind faculty to report whether a textbook is used in class and to submit class syllabus as soon as possible when DASS notifies faculty of student needs.

Admissions – Roxana Tunc, Director of Admissions and Recruitment (Time Certain 9:25 – 9:40): Director Tunc thanked faculty ambassadors for their help at Admissions events and provided the following recruitment updates:

- Implemented yield strategies, such as Financial Aid Workshops, Admitted Dolphin Day, and high school events.
- Presentations at feeder community colleges
- Welcome receptions
- Mailing campaigns
- Marking and social media strategic campaigns
- MOUs with area schools which guarantee graduates with min GPA receive provisional acceptance offers
- Secured placement as a California Student Opportunity and Access Program ([Cal-SOAP](#))

School Reorganization – Provost Avila (Time Certain 10:00): Provost Avila presented potential school reorganization options.

TTF Search: Acting Dean Hampton requested that Chairs submit TTF requests to the Dean's Office by May 11.

Facilities Update: LSO Swig provided the follow Facilities updates:

- The new OSHA program replaces the violence prevention program. As of July 1, EH&S will launch the new program which will require mandatory training.
- The Aut2Run is occurring this weekend on campus.
- The Aliso Hall fountain demo is set to occur this Saturday.

Update on Summer Session and Enrollments: LSO Swig noted that the Summer FTES has decreased and asked Chairs to recruit students into Summer courses. He also asked Chairs to review classes with low enrollment. He noted that decisions to remove courses from the schedule would be made based on the timing of Summer session start dates.

End of Year Celebration Reminder (May 7): SMEC Ruiz asked Chairs to remind faculty that the End of Year Celebration will take place on May 7 in El Dorado Park.

Program Honors: Acting Dean Hampton announced that Program Honors awardees have been invited to attend the End of Year Celebration on May 7.

Learning Communities (course information and website update): Acting Dean Hampton asked Chairs to review the LC list and determine which communities would be recommended to students.

Year End Deadlines: MAR Darakjy reminded Chairs to work with department staff to meet year end purchasing deadlines.

End of Semester Events: SMEC Ruiz reminded Chairs to contact him for help with departmental events.

II. Discussion Items

A&S Procedures: Acting Dean Hampton announced that the Dean's Office will move forward with creating procedures within the School of Arts & Sciences.

Event Kit: Acting Dean Hampton announced that the Dean's Office would sponsor event kits for tabling events. He noted that Lead Analyst Myers would be in contact with details.

AY 24-25 TTF Search Update: This topic was tabled for a future meeting.

Summer Compensation Proposal: Acting Dean Hampton noted that he will present the final compensation to Provost Avila this week.

III. Chair Items

Project CI: Chair Castillo asked Chairs to spread the work about the upcoming event.

Spring Choral Spectacular: Chair Castillo asked Chairs to spread the work about the upcoming event.