

Arts & Sciences Chairs Meeting — Minutes

Date/Time: May 20, 2025 | 8:00–9:30 AM (Zoom)

Facilitator: Philip Hampton

Recorder: AI-assisted (draft for Chair review)

1) Meeting Minutes

- Approval of April 8, April 22, and May 6 minutes postponed.

2) Informational Items

Hospitality & Event Forms

- Faculty must complete hospitality forms themselves with event details (menu, justification, attendee counts); analysts assist with accounting strings and routing.
- Use the A&S Event Request Form first; staff will route to the correct support person (e.g., analyst vs. Karina for 25Live).
- Unauthorized purchases (after-the-fact payments/reimbursements without prior approval) are increasing; they require an additional form and reflect poorly at the Provost level.
- Plan at least two weeks in advance for events and purchases.
- Instant cards are available to avoid out-of-pocket charges; arrange prior to purchases.
- Staff expectations: acknowledge receipt within 48 hours and aim to process within ~5 business days.

Spring Syllabi & Faculty Training

- Dean's Office will contact faculty with missing syllabi (accreditation/compliance).
- Friendly reminders for overdue faculty online trainings will continue; a short blurb will be provided to Chairs for program emails.

3) Discussion Items

Course & Lab Fees

- Administration announced transition to a single consolidated student fee beginning Spring 2026, replacing individual course/lab fees.
- Chairs raised concerns about equity, transparency, and maintaining direct instructional support—especially for lab-, field-, and production-intensive programs (e.g., ESRM, Nursing, Biology, Chemistry, Performing Arts).

- Questions posed: handling of variable/high-cost experiences (field trips, productions), overspend/underspend rules, and ensuring flexibility.
- Dean's Office will advocate for block-grant allocations equivalent to historical averages so programs retain flexibility and continuity.

Budget Update

- State reductions are smaller than anticipated; campus-level impacts still unclear.
- A&S school budget typically finalized in fall (as late as December).

A&S Processes

- Teaching Assignments in EU Winter/Special Sessions: reaffirmation that Chairs staff courses in their disciplines; EU directors should not bypass Chairs to recruit faculty.
- Team Teaching & Co-Teaching: draft process circulated; general support with a request for continued flexibility.

Follett Course-by-Course Access Program

- Pilot under consideration for select fall courses to provide discounted e-text access integrated with Canvas.
- Outstanding questions: student notification process, universal syllabus/Canvas language, and avoiding double-pay scenarios for some modalities.
- Dean's Office will schedule an optional session with Follett for interested faculty.

Chairs Retreat

- Interest in a summer retreat; scheduling TBD.

4) Action Items

1. **Hospitality/Event Forms:** Chairs to remind faculty to plan 2+ weeks ahead; use A&S Event Request Form; consider instant card option.
2. **Unauthorized Purchases:** Dean's Office to track and follow up on repeat issues.
3. **Spring Syllabi/Training:** Dean's Office to send direct reminders and a template blurb for Chairs.
4. **Lab Fees Transition:** Dean's Office to compile historical averages and advocate for equivalent block-grant allocations.
5. **A&S Processes:** Chairs to review EU/Co-teaching draft documents and send edits.
6. **Follett Pilot:** Dean's Office to schedule optional Follett info session before fall.

Draft prepared from agenda, annotated notes, and Zoom transcript. Please review and send edits for the final record.