

Arts & Sciences Chairs Meeting — Minutes

Date/Time: July 15, 2025 | 9:00–10:30 AM (Zoom)

Facilitator: Philip Hampton

Recorder: AI-assisted (draft for Chair review)

1) Open Discussion (9:00–9:45 AM)

Campus modality & immigration raids: Chairs asked about possible pivot to online options following ICE activity near campus; clarity requested on high-flex/online accommodations.

Dean's Office will circulate an updated High-Flex classroom list; additional OWL devices to be made available as inventory allows.

Faculty may offer High-Flex delivery voluntarily, but full modality changes require cancel/recreate of sections; chairs should coordinate with the Dean's Office before any schedule adjustments.

Leadership transition: President Yao's resignation and interim appointment noted. No merger signals shared by Chancellor's Office at this time.

Marketing outsourcing: Questions about process and campus interface with the external vendor; more details pending.

2) Meeting Minutes

Approval of prior minutes remains postponed (April 8, April 22, May 6, May 20, June 17).

3) Informational Items

Staff Updates:

- Lauren Hackle will not return from maternity leave; Dean's Office working with HR on coverage plan and timelines.
- Analyst roles/responsibilities: Trina to circulate updated staff duty list to all chairs.
- Technical staff: Biology and Physics IST coverage in flux; workforce analyses and emergency hires in progress.

Enrollment Update:

- Retention gains: First-year up ~74% → 82%; transfers up ~80% → 85%.
- Intent to Enroll & Advising sign-ups: modest increases (+3%); excluding pre-nursing shows a larger decline.
- FTES: Slightly down vs. this date last year; active advising workshops expected to boost numbers; Summer term generated ~350 FTES.
- Low-enrolled timeline: Outreach begins week of July 21; cancellation requests may be issued by July 25 after waiver review.

Orientation Reminder:

- Distinction: Summer advising workshops (course registration) vs. August orientation sessions (program overview/resources).
- Chairs asked to confirm High-Flex-capable rooms and options for remote participation.

Travel Update (Concur):

- Campus migrating to Concur for authorizations and reimbursements; paper forms/Certify to be phased out during fall.
- Training/support rolling out; special attention to field trips (vehicle rentals, group bookings).

Fall Welcome Back & Events:

- Arts & Sciences Welcome Back: Wed, Aug 20, 2–4 PM (location per invite).
- Provost Welcome Back: Aug 20–21 (AM sessions).
- President's Convocation: Fri, Aug 22.

4) Discussion Item — Advising Expectations

Draft Advising Scope of Work reviewed; broad agreement to reframe around student success and collaboration.

Key points raised:

- GE advising: Faculty cannot be barred from discussing GE when courses overlap with the major; emphasis should be on accuracy and coordination.
- Faculty value-add: Highlight mentoring, research opportunities, career pathways, and program-specific guidance.
- WTU expectations: 3 WTU ≈ ~20% workload, but advising demand is uneven across the term and often exceeds 8 hrs/week; clarify semester vs. yearlong assignments.

- EAB Navigate: Use for logging advising contacts; provide guidance on scope (avoid sensitive personal details in system notes).
- Tone/terms: Replace “professional vs. faculty advisors” language; all advisors are professionals. Reduce “stay out of GE” repetition in favor of collaborative roles.

Next Steps:

- Dean’s Office to revise the draft (student-success focus, clear roles, respectful terminology) and recirculate for chair feedback.

5) 2025–26 Chair Meeting Dates

Fall 2025: Aug 26, Sept 9, Sept 23, Oct 7, Oct 21, Nov 4, Nov 18, Dec 2, Dec 16

Spring 2026: Jan 27, Feb 10, Feb 24, Mar 10, Mar 24, Apr 7, Apr 21, May 5

6) Action Items

- Circulate updated High-Flex classroom list; confirm OWL availability. ▶ Dean’s Office
- Share analyst/coordinator duty list; onboard new chairs. ▶ Trina
- Advance IST workforce analyses and interim coverage (Bio/Physics/Art). ▶ Dean’s Office + HR
- Send current enrollment dashboard links and weekly snapshot; flag unmet demand to Dean’s Office (vs. one-off outreach). ▶ Luis + Advising
- Launch low-enrolled review 7/21; process waivers; issue cancellations as needed by 7/25. ▶ Dean’s Office
- Confirm High-Flex options for August orientations with Orientation staff. ▶ Luis
- Concur transition: Meet with frequent field-trip faculty to map processes (vehicles, groups); publish checklist. ▶ Alison + AP + Risk Mgmt
- Revise Advising Scope of Work and recirculate for feedback. ▶ Dean’s Office