

Arts & Sciences Chairs Meeting — Minutes

Date/Time: August 12, 2025, 8:30–10:00 AM (Zoom)

Facilitator: Philip Hampton

Recorder: AI-assisted (draft for Chair review)

1) Meeting Minutes

Past minutes remain backlogged; AI-assisted minutes are in progress and will be bundled for review/approval at the first fall meeting.

2) Chair Items (Additions to Agenda)

Call for added items at the top of the meeting; none added (chairs invited to drop items in chat for later).

3) Informational Items

2025–26 Budget Update:

- FY25–26 operating allocations posted; 40% reduction to 660003 (Supplies & Services) remains in effect.
- Student Assistant funding (\$106,200) not allocated this year; current student assistant charges are hitting department operating budgets. Trina will confirm rationale and whether comparable reductions occurred in other divisions (e.g., Student Affairs).
- School operating total: ~\$414,863 (vs. \$502,948 last year).
- Budget Advisory Committee reconvening to review impacts and options; schedule forthcoming.
- Process reminder: Please give analysts/staff 5–10 business days lead time for any financial transactions; last-minute requests are not feasible.

GAP (base) Funding Request:

- Dean's Office submitted ~\$223K recurring + \$46K one-time in June to stabilize operations/programming. No decision yet.

Student Scam Alerts:

- Reports of scammers impersonating faculty with near-matching emails. Chairs should warn faculty/students to verify senders.

Safety & Compliance:

- Hazard Assessments: required annually for labs/activities with hazards; chairs approve instructional lab assessments with IST collaboration; PIs handle research spaces.
- Lab/Facility Inspections: required every semester, must be completed by end of Week 3.
- Student key access: Workflow moving to Adobe Sign. No office keys for students.

Near-Term Activities & Logistics:

- Move Day — Tue 8/19: Math & CS tenured faculty offices move to Shasta/Marin; lunch provided; key cores re-cored same day.
- NTTF Private/Reservable Offices: Dean's Office designating small private rooms + general-use lecturer spaces.
- Orientation & Events: Transfer 8/13–8/15; First-Year 8/19, 8/22; DAALT Retreat 8/20–8/21; President's Convocation 8/22; Gateway Ribbon Cutting 8/22.
- Department/Program Name Changes & Web Updates: Ongoing; please flag outdated references.

4) Discussion Items

A) Low-Enrolled Sections:

- Provost thresholds: LD 18 / UD 14 / GR 10; Dean's Office pre-flags at 75%.
- 17 sections requested for cancellation (3 LD, 14 UD); avg. enrollment 3.7.
- WTUs repurposed to open high-demand GE courses.
- Small majors given grace for 4–5 enrollments in required courses.
- Chair concerns: loss of electives, transcript substitutions, erosion of student trust, increased advising load, waitlist data quality issues.
- Follow-ups: Year-round WTU planning; bottleneck tracking; orientation feedback form.

B) Enrollment Snapshot:

- School FTES ~80 over target; many programs >90% full.
- Waitlists higher than last year but counting issues remain.
- Example: Bio 210 extra section added; ANTH 102 grew from near-zero to 15.

- Goal: explicit GE WTU pools for better demand matching.

C) Advising Scope of Work:

- EAB Navigate training Sept 5 (tentative).
- Chairs/advisors can log advising notes to improve coordination.
- Requested edits: broaden language to include advising sessions & interactions; note ebb/flow of advising load; encourage HIPS and enrichment (minors, certificates, study abroad, etc.).

5) Additional Items / Announcements

- Permanent Dean search posted at Admin 3 (previously Admin 4).
- Mackenzie Scott funding: 'Alternative' category unclear; some units moving forward, others aligned with GAAP request.

6) Action Items

- Student Assistants: Confirm sweep; cross-division parity; gather counts. ▶ Trina
- Budget Advisory Committee: Schedule & share snapshot. ▶ Trina
- Safety: Issue guidance; complete inspections by Week 3. ▶ Phil/Chairs/PIs
- Key Requests: Launch Adobe Sign workflow. ▶ Trina
- Move Day (8/19): Send flyer/FAQ; coordinate logistics. ▶ Trina
- NTTF Spaces: Post reservable office details. ▶ Dean's Office
- Orientation Feedback: Launch form & summarize. ▶ Luis
- Low-Enrolled Summary: Document process for Provost. ▶ Dean's Office
- Waitlist Data: Validate with IR/Registrar. ▶ Dean's Office
- Advising SoW: Circulate revised draft; send training invite. ▶ Phil + Advising + Luis
- Name/Website Updates: Continue revisions; chairs to flag. ▶ Dean's Office + Chairs

7) Important Dates

- Transfer Orientations: Aug 13, 14, 15
- First-Year Orientations: Aug 19, 22
- DAALT Retreat: Aug 20–21 (AM)
- President's Convocation: Aug 22
- Gateway Ribbon Cutting: Aug 22
- Move Day (Math & CS offices): Aug 19