

Arts & Sciences Chairs Meeting

August 26, 2025 | 9:00 – 10:30 AM | Gateway Hall 2510

1. Meeting Minutes

- Approval of past minutes remains pending (April 8, April 22, May 6, August 12).
 - Links for May 20, June 17, and July 15 will be circulated once finalized.
 - Ongoing effort to improve accuracy of AI-assisted minutes.
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2. New Chair Welcome

- New chairs introduced: Neomi, Cameron, Julia, and Mary.
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3. Informational Items

Syllabi, Office Hours, and Trainings

- Chairs will receive messages for collecting syllabi; Dropbox request link in use (faculty can upload without seeing others' files).
- Faculty should keep trainings current via CSU Learn; reminders will be sent.
- Office hours collection coordinated through program analysts.
- Travel: ongoing issues with Concur system; faculty asked for patience while problems are resolved.

ICE Information Cards

- “Know Your Rights” cards distributed at convocation; electronic and paper copies available through Dean’s Office.

Move Updates

- TTF furniture delivered to Shasta and Marin; NTTF furniture orders still pending.
- Issues: non-locking doors, elevator malfunctions, misplaced ADA tables.
- Performing Arts moving into Bell Tower East; vacant offices in Solano under review.

- Commitment to ensuring NTTF have access to private or reservable offices for student consultations.
- Room issue reporting via QR code; Performing Arts equipment may be borrowed for events.

Summer Advising Workshops & Orientation Feedback

- Concerns raised regarding communication gaps, scheduling conflicts (e.g., Echo Fest overlap with Convocation), fees for orientation, t-shirt sizing/distribution, and required participation in learning communities for scholarship recipients.
 - Chairs asked to complete feedback form; results will be summarized for the Provost.
 - Broader concerns about advising being managed outside Academic Affairs; discussion of guided registration and its unintended impacts on student course pathways and time to degree.
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4. Discussion Items

Enrollment Update

- Current FTES just under 3,500, exceeding the fall target of 3,236.
- Department-level breakdowns available on institutional dashboards.

Communication & Outreach

- Feedback requested on improving communication between Dean's Office, chairs, and faculty.
 - Suggestions included: clearly identifying recipients in emails, biweekly digest emails, use of Canvas pages, and student newsletter models.
 - Recognition of broader structural challenges due to staffing and workload.
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5. Chair Items

- **Events & Classroom Use:** Concerns raised about external rentals (e.g., Malibu 100) where events staff moved or altered equipment and failed to restore spaces. Chairs emphasized need for accountability and timely resets.

- **Alcohol on Campus:** New policy allowing alcohol sales at Student Union noted.
 - **Faculty Titles:** Ongoing inconsistencies in terminology (Lecturer vs. NTTF). CBA uses “temporary,” while campus communications vary; clarification requested.
 - **Chess Donor:** Advancement seeking faculty with interest in chess for donor engagement.
 - **Course Fees:** Update expected in fall; funds must be spent by December.
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6. Open Discussion

- Broader reflection on communication gaps, advising misalignments, and impact of structural changes on faculty workload.
 - Emphasis on ensuring policy decisions (learning communities, guided registration, orientation fees) support rather than hinder student retention and timely graduation.
 - Ideas for new communication tools included podcasts or spotlights on faculty research.
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7. Important Dates

- **RTP Calendar:** Sept. 11 – portfolio deadline; Sept. 15–Oct. 9 – PPC review.
- **A&S Events:**
 - NTTF Brown Bag – Sept. 25
 - Student Event – Oct. 23
 - Chill with Phil – Nov. 20
- **Majors Fair:** Oct. 7, 11am–2pm
- **Homecoming Week:** Oct. 6–11; Comedy Night with Frankie Quiñones – Oct. 10