



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

**Arts & Sciences Chairs Meeting**  
**August 27, 2024**  
**9:00 – 10:30 AM**  
**J. Handel Evans Conference Room**  
**Meeting Minutes**

**Attendees:** Phil Hampton, Trent Ruiz, Luis Sanchez, Rachel Soper, Javier Gonzalez, Geoff Buhl, Jacob Jenkins, Rainer Buschmann, Ahmed Awad, Raquel Baker, Heather Castillo, Dana Baker, Erich Fleming, Greg Wood, Marianne McGrath, Jose Alamillo, Jason Isaacs, Kiki Patsch, Stacey Anderson, Trina Darakjy, Sonsoles deLacalle, Alison Harris, La Sonya Davis, Colleen Delaney

- **Information Items**

- Welcome: Acknowledgement of new chairs: Rachel Soper (interim Sociology), Javier Gonzalez (Global Languages)
- **Research & Sponsored Programs (RSP) – Dr. Saiqa Anne Qureshi, MBA (Time Certain 9:10-9:25)**
  - o Introduction of Team Members:
    - o Rachael Jordan: Faculty Fellow, specializing in research development, training, announcements, and grant writing workshops.
    - o Fable Mangold: Responsible for pre-award submissions. Fable will conduct Pivot training sessions and has requested that chairs and the dean establish their Pivot profiles. This system will notify chairs of upcoming opportunities. Fable will also handle budget management, applications, and subcontracts.
    - o Beatriz Ruetters: Oversees post-award grants, ECR training, and City training.
    - o Sarah Krashefski: Manages provost-directed grants and the Research and Sponsored Programs (RSP) office, which typically operates biannually (Fall and Spring).
  - o Contact Information: For inquiries related to IRB, please email [irb@csuci.edu](mailto:irb@csuci.edu).
  - o RSP Involvement: The RSP office will attend program meetings. Please contact Dr. Qureshi to schedule a meeting.
  - o RSP Goals:
    - o Ensure data integrity.

- o Increase the number of grant submissions.
- o Engage a broad base of faculty members.
- o Promote research funding to support campus growth.
- o Enhance the number of doctoral students to achieve Carnegie R2 ranking.
- o Previously focused on institutional grants such as HSI grants.
- o Now encompasses a broader range of grants, including those focusing on indirect recovery.
- o Aim to improve IRB software implementation and streamline the review process.
- o Noting an increase in the complexity and volume of grants and applications.
- o Institutional Animal Care and Use Committee (IACUC):
  - o California State University Channel Islands (CI) will be acquiring a zoo.
  - o Lifecycle software will be utilized to assist in preparing for zoo management and coverage.
- **Facilities Update**
  - o Public Safety Notification: We advise all individuals to exercise heightened caution while driving due to an anticipated increase in traffic volume.
  - o Gateway Hall: Please be advised that Gateway Hall will experience a significant volume of deliveries. We recommend planning accordingly, as this may result in increased congestion around the area.
  - o Weekend Power Outage (Unplanned/Unscheduled): An accident near the campus has caused the secondary power supply to activate, leading to disruptions. Sierra Hall has been particularly affected, with issues including the shutdown of fume hoods and blowers. In response, the Facilities Department will develop a Standard Operating Procedure (SOP) to address and mitigate potential disruptions during future power transitions.
- **Lab Safety**
  - o Laboratory Inspections: During laboratory inspections, PIs are expected to conduct thorough checks of their respective lab spaces.
  - o Hazard Assessment: It is the responsibility of Department Chairs to ensure that hazard assessments are completed for all courses.
  - o Deadline: Please be reminded that the deadline for completing both inspections and hazard assessments is September 13th.
  - o Door Signs Update: Door signs are currently being updated to accurately reflect the chemicals stored within each laboratory.
- **Hallway Items/Clutter**
  - o Removal of Personal Items: Please coordinate with Surplus and moving services to ensure the proper disposal of personal items when clearing out faculty offices.
  - o Process for Removing Laboratory Items: What is the established procedure for removing items from laboratories? Are boxes required for this process?

- o Utilization of Dumpsters: Dumpsters located behind Ironwood are available for general disposal needs.
- o Recycling: A recycling bin is provided near Aliso Hall for the appropriate disposal of recyclable materials.
- o Electronic Waste: Electronics should be disposed of at the e-waste facility situated behind Surplus, near the back loading dock.
- o Identification of Items: Please ensure that all items designated for removal are clearly identified for the laboratory technician.
- o Policy on Personal Item Removal: Employees are responsible for managing their own personal items. Items purchased by the University should be submitted to Facilities for removal.
- o Policy Documentation: A formal policy regarding the removal of personal items is required.
- o Action Item: Please incorporate this information into the "I Need To..." section.
- **Faculty Fellows**
  - o Faculty Fellows:
    - o Nitika Parmar: Responsible for the STEAM Carnival.
    - o Jackie Reynoso: Oversees Program Reviews, specifically six reviews.
    - o Mary Adler: Focuses on curriculum development.
  - o Curriculog User Feedback: There has been negative feedback regarding the Curriculog system.
  - o Action Required: Please forward your feedback to Lina's office and ensure that Phil is included in the correspondence
- **Syllabi Collection**
  - o Syllabi Collection and Organization: The initiative to upload and organize the syllabi collection was spearheaded by Interim Provost Jessica Lavariaga Monforti. The Dean's Office will be aligning its efforts with those of the Interim Provost.
  - o Action Required: If you have not yet received the folder link for uploading your syllabi, please contact Alison via email.
- **A&S Website**
  - o Trent Ruiz presented the updated A&S website. He demonstrated keys aspects of the website that will be helpful and interesting to the Chairs, such as the academic program specific calendar.
  - o <https://artsandsciences.csuci.edu>
  - o Please submit feedback to Trent
- **Schedule Planner**
  - o Schedule Planner Update: Matt Zivot has requested the addition of a new column in the schedule planner. A new column for cross-listed courses has been incorporated; please ensure that the 'owner' of each course is specified.
  - o Purpose: This update addresses the need for an accurate and current database for Full-Time Equivalent Students (FTES).
  - o Collaboration and Communication: Prior to adding cross-listed and co-teaching courses, please consult with other Chairs and Programs. Any

concerns or issues regarding course planning should be escalated to the Dean.

o Academic Senate Review: This matter needs to be discussed at the Academic Senate, as they oversee the policy related to cross-listed courses.

▪ **Chairs Training/Refresh – 9/17, 9:30am – 10:30am/11am Sierra Hall 1121**

o Send items you'd like covered to Alison

o Potential Chairs or designees are welcomed to join the training

o Chairs should also be receiving TAE emails notices. Please double check the spam inbox for the notices.

▪ **Chartwells Catering**

o New Catering Provider: A new catering provider has been selected for campus events.

o Approval Process: Please be aware that obtaining approval for external catering will be more challenging under the new arrangements.

o Event Catering Planning: Kindly coordinate with Trent to arrange catering for your events.

▪ **Senate polices: Bylaws, Office Hours, PPS**

o Approval Status: Luis Sanchez is still awaiting confirmation on when they will receive the President's signature; however, the objective is to secure approval for PPS by the end of Spring 2025 so they can be implemented Fall 2025.

o Prioritization Request: The three topics under consideration represent significant demands on faculty resources. Could there be a prioritization of the issues related to PPS, bylaws, and other related matters?

o Bylaws Proposal: It has been proposed to implement school-wide (Arts & Sciences) bylaws in place of program-specific bylaws. This proposal may require further review and alignment with the Senate bylaws.

• **Discussion Items**

▪ **Enrollment Update and Instructional Budget**

o Fall Enrollment Target: The target enrollment for the Fall semester is set at 3,558.3 students.

o Current Enrollment Figures: The Enrollment Dashboard currently indicates 3,415 students, while the Institutional Research Dashboard shows 3,462 students.

o Enrollment During First Week: During the first week of classes, students may continue to enroll without requiring permission numbers. Therefore, it is anticipated that enrollment numbers may increase.

o FTES Information: Chairs will receive information regarding Full-Time Equivalent Students (FTES) for their respective departments.

o Spring Program Planning: The Dean will collaborate with Chairs to develop Spring programs and ensure the accurate application of Weighted Teaching Units (WTU).

o Budget and Course Cuts: There is concern regarding the impact of budget constraints and course cuts on students.

▪ **Department Dashboard (Moved to Next Agenda)**

▪ **Chairs Calendar (Moved to Next Agenda)**

- **Development White Papers (Moved to Next Agenda)**
  
- **Chairs' Items**