



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

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

- **Attendees: Stacey Anderson, Dana Baker, Raquel Baker, Geoffrey Buhl, Rainer Buschmann Trina Darakjy, LaSonya Davis, Sonsoles de Lacalle, Erich Fleming, Philip Hampton, Alison Harris, Jacob Jenkins, Kimmy Lee-Rose, Marianne McGrath, Lindsey O'Connor, Kiersten Patsch, Trent Ruiz, Bryan Swig, Gregory Wood, Javier Gonzalez, Jose Alamillo, Luis Sanchez, Colleen Delaney, Rachel Soper, Jason Issacs, Blake Gillespie**
- **Meeting Minutes**
 - **Chairs Meeting Minutes 8-13-2024- Approved**
 - **Chairs Meeting Minutes 8-27-2024- Approved**
- **Information Items**
 - UNIV392 Spring 2025 (Time Certain 9:10-9:30)
 - o Veronica Guerrero, Associate Vice President HIPPEE
 - o Andrea Grove, Prof. of Political Science
 - o Annie White, Associate Prof. of Education
 - o Kathleen Klompfen, Faculty Director of LC
 - o Global Engage 392 Spring Funding: The initiative is supported by funding in collaboration with Student Affairs and the Challenors Office through the Learning Communities program. Adherence to grant regulations requires each application to align with specific demographic areas: Asian American, Native Hawaiian, and Pacific Islander (AANHPI).
 - o Information Sessions: Scheduled for this Fall, two sessions will take place on October 7 and October 9 from 3:00-4:00 PM in Broome Library, Room 1360. These sessions will feature guests from New Zealand and are designed to provide details on a Study Abroad trip.
 - o Study Abroad Trip: Introduced by Annie White, the trip will occur in Spring and span 10 days. The itinerary includes cultural activities, a Marae stay, exploration of the Treaty of Waitangi, and visits to hot springs with

traditional food. Recruitment is targeted at Asian American, Native Hawaiian, and Pacific Islander (AANHPI) transfer students. There are 15 available spots, with a total cost of \$1,000 per student; the remaining expenses will be covered by the grant. Families and support systems are encouraged to attend the information sessions to assist students.

o Learning Stories Cultural Conference: Scheduled for October 5th this conference will feature 15 workshops, including performances by the Aztec Danza group and Maori high school students. The conference fee is \$99. Funding is available for students interested in attending; they should contact Annie White for assistance.

▪ **Department Dashboard**

o Alison has introduced the new Departmental Dashboard, which is now available for Chairs. This dashboard serves as a centralized resource for accessing critical information such as budget details, the Instructional Workbook, the academic calendar, and the two-year scheduling template.

o Budget Sheet: The budget sheet will be updated regularly by the analyst to ensure current and accurate financial information.

o Workload Analysis: The dashboard provides tools to review reassigned time and Weighted Teaching Units (WTUs) in relation to instructional workload. Users can filter data by units' programs, tenure-track, or non-tenure track categories. It serves as a valuable resource for evaluating departmental units and setting projected goals.

o Calendar: The calendar is designed to list both faculty and student events, organized in a structured format. It includes filtering options to display events relevant to departmental focus. Please direct any date additions to Luis and Trent.

o Two-Year Scheduling Template: Users have the option to favorite this page for easier access. Alison will distribute the template to the team; should any errors be identified, please notify Alison. Each Chair will receive an individual link, and Alison holds editing rights. Data for the workload is sourced from PeopleSoft.

▪ **Facilities Update**

o Dolphin Foundation Leak: A leak has been identified at the Dolphin Foundation, and a contractor will be dispatched to address and repair the issue.

o Bell Tower HVAC: The HVAC system at the Bell Tower was reported to be malfunctioning, resulting in high temperatures last week. The issue is being addressed to ensure proper functionality.

- o Power Outage Review: Interim Provost Jessica is developing a process to notify key stakeholders in the event of a campus-wide power outage. This procedure aims to address the immediate concerns regarding the impact on critical equipment, ensuring that stakeholders are informed so they can inspect and secure their equipment.
- o Panic Buttons in Campus Classrooms: The campus has purchased covers for the panic buttons in classrooms to reduce the frequency of false alarms. Panic Button Procedures: Bryan emailed the procedures for using the panic buttons.
- o Classroom Capacity: There is currently no oversight regarding classroom space utilization. This issue needs to be addressed to better manage room assignments and capacity.
- o (Faculty suggestion) Emergency Contact Cheat Sheet: There is a need for a cheat sheet listing IT and facilities emergency contact numbers for classrooms. This will facilitate prompt communication during emergencies.
- o (Faculty inquiry) IT Escalation Process: Clarification is needed on the escalation process when the helpdesk does not answer calls.

- **Fall Events**

- o Fall Student Research Showcase September 19th 11:30am-1:00pm
 - o Learn more about the research and creative activities our students engaged in this past summer.
 - o Great way to introduce Capstone Research Posters
- o A&R Open House Event November 9th
 - o Will provide times and more details once available
- o NTTF Brown Bag Event September 26th 12:00pm- 1:00pm

- **Staffing Update**

- o Lauren Hakel started September 3rd
- o New Department Coordinator, Stephanie Jacinto, will start on September 16th
- o Alison will be a Lead Analyst permanently
 - o Will open a permanently position in Psychology
 - o Nursing Clinical Evaluator will be permanent
 - o Need from temp to perm staffing needs

- **Chairs' Items**

- **Syllabi Collection**

- o We encourage all faculty members to submit their syllabi to the Dean's Office. It has come to the Dean's attention that some faculty have expressed concerns regarding who will have access to this information.

- o A OneDrive folder has been established for the purpose of uploading these documents: a. An individual link has been created, which will be accessible only to those within your specific program. b. Alison will provide a link to the syllabi that is restricted accordingly.
- o A procedure will be developed to determine who will have access to these documents.
- o The absence of available syllabi has been noted as a point of concern in our WASC accreditation process.
- o The need for a policy on this matter is currently under review by a committee within the Academic Senate.
- **Provost Funding Request Process**
 - o A proposal has been made to submit a budget request.
 - o Faculty have inquired whether this budget could be utilized for travel related to conferences and professional development.
 - o Please be aware that not all requests may be approved.
 - o Equipment needs, as well as factors related to retention and enrollment, will be evaluated.
 - o Although no specific deadline has been set, one will be established and communicated.
 - o The distinction between Instructional Needs and Operational Needs requires further definition.
 - o Faculty are encouraged to submit requests for courses that are not currently being offered, providing justification for their inclusion. It is acknowledged that existing courses could potentially increase enrollment, yet budget constraints and support limitations hinder their implementation. Please submit all instructional needs through the designated portal.
 - o There is a concern that the lack of public budget transparency may be a strategic maneuver.
 - o Clarification is needed regarding the zero-based budgeting approach.
 - o A request will be made for Vice Provost Jessica to provide an explanation of budgeting for basic needs. Another suggestion was that the Senate creates a policy that the Provost to needs to give the Academic Affairs budget report annually.

o Interim Dean Hampton will gather information on whether it is feasible to consolidate requests at the school level and will provide a timeline.

- Discussion Items

- **Spring Schedule Build**

- o FTES and WTU targets for Spring

- o The previously provided numbers are not as critical as initially thought. There is potential for an increase in the WTU allocations for the Spring semester.

- o When constructing the schedule, prioritize meeting student demands and graduation requirements. The secondary focus should be on maximizing Full-Time Equivalent Students (FTES).

- o Should the Spring schedule not align with the WTU allocation, please consult with Interim Dean Hampton.

- o Rounding units may be employed if it simplifies the process.

- o Follow-up on the Activity Schedule is required.

- o The time block on Tuesdays and Thursdays from 10:30 to 11:45 should be allocated to courses associated with Spring learning communities. While it is not a requirement to exclude other courses from this time slot, those with learning community courses are encouraged to schedule them during this period.

- o Room Request Portal/bulk upload

- o Interim Dean Hampton addressed the proposed new room request portal.

- o Department chairs will not be required to use this form, as they have already submitted the necessary information through the two-year scheduling template.

- o Additional information may be incorporated into the two-year scheduling template, contingent upon requests from Rebecca.

- o Cross-listed courses will not be included in the report.

- o The Hyflex code can be entered in the note's column. Please advise on how this will be represented in the catalog; a unique icon for Hyflex may be necessary for student use.

- o The deadline for scheduling will be announced later.

- **Development White Papers**

- o Interim Dean Hampton requested suggestions for ideas regarding specific projects and needs that could be presented and discussed with potential donors. The objective is to promote and secure future endowments.

- **Communication**

- o Goal: To enhance the communication process between the Chairs and the Faculty

- o Please share Strategies and tools to improve Communication

- o Dean's Office has a commitment of posting agendas and minutes

- o Utilize the Staff to attend during Departmental Meetings