

Arts & Sciences Chairs Meeting

September 9, 2025 | 9:00 – 10:30 AM | Zoom

1. Meeting Minutes

- **Approval of minutes:** August 26, 2025 minutes were distributed with the agenda; approval was postponed to the next meeting due to access issues. April 8 – August 12 remain pending.

2. Time Certain — Academic Senate Chair (Christina Smith, 9:00–9:10 AM)

- First Senate meeting is today; departments should ensure a senator is identified/communicated to Academic Programs (Taryn McHugh).
- Senate call for service: deadline has passed, but vacancies remain—encourage interested faculty to apply via the A&BC site.
- Syllabus policy: communications sent; policy takes effect in Spring 2026. Chairs should remind faculty to review and use the linked resources page.
- RTP (unit) bylaws equity policy: passed by Senate but not yet signed by the President; hope for signature from Interim President Andrzejewski.
- New Senate cadence: separate meetings for policy business vs. reports/information to improve campus-wide communication; schedule posted on the Senate webpage.
- Forthcoming brown bags on revising curriculum process (SP 18-02 updates).
- Multiple interim administrators started this summer; anticipate searches this year—please consider serving on committees.

3. Informational Items

- **Chairs' Schedule-Building Workshop:** Tuesday 9/16, 8:30–9:30 AM, Del Norte 2535 (computer lab). Overview of goals/WTU–FTES refresher, data resources (e.g., demand dashboards), classification tips, and hands-on review of schedule planners.
- **NTTF/Lecturer nomenclature:** School signage and outward-facing language will use “Faculty” (students do not distinguish TTF vs. NTTF). Use NTTF/TTF only when distinctions are necessary.
- **Course fees (fall status & spring transition):** FAQ linked in agenda. Spend current balances by end of October; analysts can provide balances (expect variances due to reversals/refunds timing). Campus is pursuing a consolidated approach (expanded MSFT-like fee) with School-level allocation and Budget Committee distribution; departmental travel vs. scholarship funding

distinctions noted. Chairs requested minutes from the decision meeting and clarity on timelines and equity impacts.

- **Syllabi collection:** ~60% submitted. Chairs received view-only access to program folders. One more broad reminder will go out; individualized follow-ups after census.
- **Curriculum deadline:** October 17, 2025. New curriculum handbook link was circulated (Aug 27 update). Contact the Dean's Office for classification/S-factor changes.
- **Advising Canvas shell & blanket substitutions:** Reference document for blanket substitutions is posted; recording of last week's advisor training will be posted. Feedback on advising tools/process welcomed.
- **Travel (GD901 & Provost Fund):** Faculty should apply first to the Provost's Travel Fund (Airtable). If partial, departments should supplement from department/IDC/other funds (not GD901). Guidance for departmental/business travel is forthcoming from the Budget Committee and the Provost. Alison shared a quick-start travel guide in chat.
- **Departmental minutes:** Given staff capacity limits, programs are encouraged to use tools (including AI) to produce minutes. Exceptions: Nursing and Computer Science must maintain minutes for accreditation. Some faculty expressed caution about recording/AI use for sensitive topics; the Dean's Office has no posting requirement outside accreditation needs.
- **Obsolete computer update:** Windows 11 upgrades are causing failures on older machines; an inventory effort is underway with IT/Academic Planning to quantify needs. The Provost has indicated support to fund critical replacements; interim loaners may be available via IT Help Desk.

4. Discussion Items

- **2-Year Schedule Planner:** Reassign time column to be added. Chairs with S-factor courses should update actual enrollments now to ensure accurate workload calculations.
- **Enrollments & Spring schedule build:** Dean shared a program-level analysis (as of 9/4) with WTU utilization, FTEF, capacity %, and FTES vs. targets. Chairs should propose Spring 2026 augmentations (WTU) to address unmet demand—especially where capacity >85–92% or targets are exceeded—so requests can go forward promptly. Data caveats noted for cross-listing/team-teaching and lecture-activity pairing.

5. Chair Items

- None raised.

6. Open Discussion

- Custodial schedules have shifted earlier due to workforce reductions; please work kindly with staff if cleaning overlaps meetings.

Decisions & Action Items

Item	Decision / Action	Owner / Due
August 26 minutes	Approval postponed to next meeting; ensure access via meeting invite/Teams.	Chairs/Dean's Office — Next meeting
Chairs' workshop (9/16)	Attend optional schedule-building session; bring planners for hands-on review.	Chairs — Sept 16, 8:30–9:30 AM
Syllabi collection	Send one more program-wide reminder; Dean's Office to do targeted follow-ups after census.	Chairs & Dean's Office — Post-census
Curriculum submissions	Submit proposals by Oct 17; consult on S-factor to regular classification changes.	Chairs — Oct 17
Travel guidance	Apply first to Provost Travel Fund; await guidance on departmental travel vs. scholarship travel.	Faculty (apply ASAP); Dean/Budget Cmte — update forthcoming
Course fees	Spend down Fall balances by end of Oct; Budget Cmte to propose equitable distribution plan for consolidated fee model.	Chairs — Oct 31; Budget Cmte — Fall
Computers	Report urgent failures; IT/Academic Planning inventory underway; explore interim loaners via Help Desk.	Chairs/IT — Ongoing
Spring WTU augmentations	Email unmet demand & WTU requests to Dean for early provost ask; preliminary	Chairs — Initial asks by Fri (per meeting)

schedules can be high-level
(no names/times required).

Important Dates

- Curriculum deadline: October 17, 2025
- RTP: 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: Tuesday, October 7, 11 AM–2 PM
- Homecoming Week: Oct 6–11; Comedy Night with Frankie Quiñones — Friday, Oct 10

These minutes summarize discussion and action items based on the 09/09/2025 agenda, annotated notes, and Zoom transcript.