



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

Arts & Sciences Chairs Meeting
March 26, 2024
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes

Attendees: Jose Alamillo, Stacey Anderson, Ahmed Awad, Raquel Baker, Geoff Buhl, Rainer Buschman, Heather Castillo, Stephen Clark, LaSonya Davis, Trina Darakjy, Sonsoles de Lacalle, Colleen Delaney, Erich Fleming, Cynthia Flores, Alison Harris, Phil Hampton, Jacob Jenkins, Kimmy Kee Rose, Marianne McGrath, Lindsey O’Conner, Kiki Patsch, Trent Ruiz, Chris Scholl, Bryan Swig, Greg Wood

Absent: Jason Isaacs

I. Meeting Minutes

The March 5 meeting minutes were approved.

II. Information Items

Welcome Trent Ruiz: Acting Dean Hampton introduced Trent Ruiz as the new School of Arts & Sciences Social Media and Events Coordinator (SMEC). He encouraged Chairs to work with Trent when planning departmental events.

End of Year Celebration (May 7): SMEC Ruiz announced that the School’s annual end of year celebration will be held on Tuesday, May 7 from 11:30 AM – 1:30 PM in El Dorado Park. He noted that invitations will be sent to honors students, student assistants, staff, and faculty.

Ombuds Services – University Ombuds Mark Patterson (Time Certain 9:10 – 9:25): Ombuds Patterson introduced services available in the Ombuds Office and asked Chairs to encourage faculty and students to neutrally frame referrals to the Ombuds Office.

Facilities Update: LSO Swig provided the following facilities updates:

- All moves will now be managed through Conferences and Events.
- Weather pending, steel plates from the North Loop Project are set to be removed this weekend.
- A streetlight near Malibu Hall was damaged last night.
- Camarillo Street near the Police Department will transition to one lane beginning next week during work hours for the next 3-4 weeks as part of the North Loop Project.

Spotlight on Research Seed Grant and Faculty Excellence Award Nominations: Acting AD Flores announced the committees continue to review submissions. She noted that Spring 2024 Spotlight Panel Presentation will take place on April 19.

Delegation of Authority: Acting Dean Hampton noted that the Campus updated the signature authority process to include a Chair level of approval for expenses.

Staff Update: MAR Darakjy noted that the School has two staff vacancies (Computer Science/ Information Technology/Mechatronics Engineering/Communication and Chicana/o Studies and Black Studies) and announced the following temporary coverage plan while she recruits to fill the open positions.

- Evelyn Caballero: History and Political Science & Global Studies
- Alison Harris: ESRM
- Karina Madrigal: Math and Sociology
- Lori Myers: Anthropology and Communication
- Amanda Sanchez: Computer Science, Information Technology, Mechatronics Engineering, Chicana/o Studies, and Black Studies

Summer Schedule: LSO Swig announced that students have access to enroll in Summer classes.

STEAM Carnival: Acting Dean Hampton thanked participants for their involvement in the STEAM Carnival. He noted that the event's projected attendance was 2,500-3,000 and really showcased the campus.

Fall Orientation: Acting Dean Hampton asked Chairs to add the Fall Orientation dates to their calendars. He noted that the majors will be divided into three groups, and Chairs need only attend an Orientation on assigned days.

III. Discussion Items

Hiring Casual Workers: MAR Darakjy noted instances where individuals are incorrectly being offered employment for a set period to assist with projects. She asked Chairs to contact her with questions about hiring casual labor. She indicated that speakers are to be compensated with an honorarium.

Contractual Obligations: Lead Analyst Harris requested that all contracts and agreements be sent to analysts and coordinators to process through the Purchasing Department.

Schedule Update: Acting AD Flores announced that March 15 was the last date staff entered scheduling changes in PeopleSoft. She noted that the schedule will be published on April 2 and continuing students will begin registering for classes on April 16.

Guided Registration Update: Acting AD Flores announced that Chairs should receive pathways for majors this week. She stated that the Guided Registration will favor in-person classes and will not direct students to online courses.

Summer Chair Responsibilities: Acting Dean Hampton has been in discussions with Provost Avila to refine summer chair compensation calculations. He noted that Provost Avila is working to determine equitable compensation across all three schools. Acting Dean Hampton shared that responsibilities would likely remain the same.

IV. Chair Items

Early Success Module: Chair Buhl introduced a departmental strategy developed in Math as an early success module to determine the level of engagement in the learning process and create an outreach plan. The department targeted high DFW courses and utilized a collection of learner assignments and a non-curricular piece (LRC selfie) as a measure for student engagement. The department continues to work on outreach with external partners within the University. Chair Buhl encouraged Chairs to consider how programs might develop similar strategies to allow for greater awareness of engagement levels through university.

Performing Arts Events: Chair Castillo asked Chair to invite faculty and staff to “The Living Room Sessions” speaker panel is scheduled on April 4, 1:00-3:00 PM in Malibu Hall.

ESRM: Chair Patsch announced the second annual CICOMB event will be held on March 28 and encouraged Chairs to invite faculty and students to learn more about the group and NOAA internships.