



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

**Arts & Sciences Chairs Meeting
November 28, 2023
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes**

Attendees: Stacey Anderson, Raquel Baker, Geoff Buhl, Rainer Buschman, Stephen Clark, Trina Darakjy, Erich Fleming, Blake Gillespie, Phil Hampton, Jacob Jenkins, Marianne McGrath, Lindsey O'Connor, Bryan Swig, Brian Thoms, Greg Wood

Absent: Jose Alamillo, LaSonya Davis, Sonsoles de Lacalle, Vandana Kohli, Kiki Patsch

I. Meeting Minutes:

Minutes for November 14 will be reviewed at the January 23 meeting.

II. Information Items

Center for Community Engagement – Georgina Guzman and Pilar Pacheco (Time Certain 9:05-9:25): Community Engagement Director, Pilar Pacheco, and Community Engagement Faculty Director, Georgina Guzmán encouraged Chairs to incorporate service learning, volunteerism, and community service in the curricula, program personnel standards, and RTP process.

Director Pacheco said she would email Chairs to identify which program courses are taught with a service-learning component. Faculty teaching these courses will be sent the Chancellor's Office service-learning rubric to determine if the course meets the requirements to be designated as a service-learning class.

Facilities update: LSO Swig provided the following facilities updates:

- Mountain lion sightings have been reported on campus behind Modoc, Aliso, and Arroyo Halls.
- Friday, 12/1/23. A/V updates will be installed in Bell Tower classrooms.
- Santa Barbara Avenue will be closed, between University Drive and Camarillo Street, between December 11 and January 15 due to the North Loop Project.

Spring Orientation Dates: AD Hampton announced that the Spring 2024 New Transfer Student Orientation dates are January 10 and 11. Several Chairs provided the following feedback regarding recent new student orientation and registration events.

- Summer Orientation and Registration
 - There were events on 16 days during the summer, and some programs had only one person to support the events.
 - The summer orientation dates took away time otherwise devoted to class preparation.
 - Chairs received the registration dates late.

- November Get Ready for College
 - Many of the building doors, including restrooms, were locked
 - Signs were missing from the majors' tables
 - There was a lack of advance information.
 - There was no faculty presence from other schools to meet with families who had driven three hours to attend the event.
 - The onsite instant admissions presence was great but could have been better organized.
 - It would have been helpful to have fact sheets on all programs so that faculty could advise prospective students on programs other than their own.
 - Attendees would have benefited from meeting Financial Aid representatives at the event.

Honors Ceremony: AD Hampton reported that there are no additional updates regarding an Honors Ceremony.

STEAM Carnival: AD Hampton announced that the STEAM Carnival will be held on March 9, 2024, from 2:00 – 5:00 PM.

Enrollment Update: AD Hampton reported enrollment data as of November 27. He noted that, according to the OneCI dashboard, the School was at 2,425 FTES, which is approximately 1,064 FTES below target. AD Hampton acknowledged that students and incoming transfer students will continue to enroll into early January. He encouraged Chairs to look for ways to maximize FTES.

III. Discussion Items

Faculty Development Needs: AD Hampton asked Chairs to provide feedback on faculty development needs to Dean Kohli.

Degree Approval Process: AD Hampton requested that Chairs schedule a meeting with Dean Kohli and himself prior to entering new academic programs in Curriculog so that the Dean's Office could provide a preliminary review for potential issues.

Awards: AD Hampton announced that the Faculty Excellence Awards Committee recommended the following changes in the nomination process to encourage as many nominations as possible:

- The nomination step will be separate from the application process. Nominees will be informed of the nomination and asked to complete an application.
- The Excellence Award for Mentoring will now be applied solely to mentoring faculty rather than alternating between mentoring faculty and students.

III. Chairs' Items

Living Room Sessions: Chair Castillo encouraged Chairs to invite students to attend the Dance Studies Living Room Sessions with inaugural guest, Mandy Moore on Wednesday, November 29 in Malibu Hall from 12:00 – 2:30 PM.