



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

**Arts & Sciences Chairs Meeting
February 6, 2024
9:00 – 10:30 AM
J. Handel Evans Conference Room
Meeting Minutes**

Attendees: Mary Adler, Jose Alamillo, 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, Chris Scholl, Bryan Swig, Brian Thoms

Absent: Greg Wood

I. Information Items

STEM Writing Initiative Mini Grant – Daniel Lenz, Assistant Director Writing & Multiliteracy Center (WMC), and Professor Hillary Tejada (Time Certain 9:10 – 9:25): AD Lenz presented the STEM Writing Initiative and asked Chairs to encourage faculty to apply for the Project AYUDAS funded initiative on the WMC site. The mini grant's purpose is to increase retention, access, and success of students by providing STEM support services. Five \$1,000 mini grants will be awarded in the Fall semester.

Learning Communities Update – Kathleen Klompfen, Faculty Director of Learning Communities High Impact Practices and Experiential Learning, and Veronica Guerrero, Associate Vice President for High Impact Practices and Experiential Education (Time Certain 9:25-9:40): Learning Communities Director Klompfen presented the following updates regarding the Learning Communities (LC):

- Consideration is underway for the creation of a time block for LC courses during Tuesday and Thursday mornings.
- Understanding that LC faculty are prepared to include high impact/asset-based teaching practices & work with embedded peer mentors (EPMs).
- Intention to confirm the budget/funding line with Provost Avila and Deans.
- Increased options for students by including as many majors as possible in the LC.
- Support existing transfer communities with addition of the UNIV 300 course (SOE, Business, Psychology)
- A handout was provided with important updates.

Facilities update: LSO announced that Facilities is working to address the leaks in buildings.

Field Trip Reminder: LSO Swig asked Chairs to remind faculty that all field trips must have an Academic Field Trip Packet submitted to the Risk Management Office. He noted that trips to the Santa Rosa Island Research Station (SRIRS) are coordinated through Russ Bradley, SRIRS Director, and do not require faculty to complete Academic Field Trip Packet with the Risk Management Office.

Lab Hazard Assessment and Inspection: LSO Swig reminded Chairs that Lab Hazard Assessments are due on Friday, February 9. He noted that PIs with research need to update hazard assessments.

Students Working in Labs: LSO Swig announced a streamlined process that will allow faculty to grant key access to spaces by completing a form on the Arts and Sciences webpage.

Faculty Excellence Awards: Acting AD Flores asked Chairs to remind faculty of the February 9 deadline to nominate their colleagues for the Faculty Excellence Awards. She noted that award nominees have until March 1 to submit application packages.

Department Meeting: Acting Dean Hampton informed Chairs that his upcoming individual Chair meetings will be his opportunity to listen to Chair needs and concerns. He also asked Chairs to schedule him at upcoming department meetings.

Chair Contact List: Acting Dean Hampton circulated an emergency contact list and asked Chairs to confirm or add their current cell phone number.

President's Circle Event - March 13: Acting Dean Hampton asked Chairs to send Lori Myers all proposed faculty projects that might be highlighted at future President's Circle events.

STEAM Carnival: Acting AD Flores announced that there is still availability for academic programs to host a booth at the March 9 STEAM Carnival. The event will take place from 2:00 – 5:00 PM in the Central Mall.

II. Discussion Items

Fall and Summer schedule: LSO Swig announced that the two-year template has been updated to include the Summer session. He requested that the schedules be built by February 12 to allow time for a Dean's Office review before staff are asked to enter the schedules in the system. LSO Swig also provided Chairs with the following reminders:

- Courses are to be scheduled with theoretical Carnegie hours based on course units and meeting days.
- Programs are asked to offer lower division courses for freshman who are moving into their second year, and required GE courses with a better balance between sessions A and B.
- A minimum of 24% of courses must be offered to TTF during the summer session.

- The Summer tuition is significantly lower than in previous years.
- The Dean's Office has not been provided with guidance on course modalities.
- Faculty pay is calculated at 1/30 of the academic year salary per unit. A course with 20 students equals full per unit pay. The rate for a course with less than 20 students will be calculated as a 5% deduction per unit per student. The minimum pay is 65% of the per unit rate, or 13 students.

MAR Darakjy asked Chairs to be aware of staff needs while entering Summer and Fall schedules in such a brief period. She requested that Chairs, during the period of schedule building, come to her directly for purchasing requests to allow staff to focus.

Acting AD Flores announced that February 16 is the recommended date for Chairs to submit the Fall schedules to the Dean's Office for review. She suggested that classes be scheduled with an awareness of the LC Tuesday and Thursday morning time blocks to reduce completion for classroom space, and to consider accreditation modality requirements. Acting AD Flores provided Chairs with a handout of the current AY overview of FTES and WTU targets and actuals from Fall '23 to use as a starting point when schedule building.

TT Search Update: Dean Hampton asked Chairs to update him on the status of TTF searches.

III. Chair Items

Identifying classrooms with HyFlex technology: LSO Swig will send Chairs a list of classrooms with HyFlex technology.

Nuestra Quinceañera: Chair Alamillo announced that the 15-year anniversary of the Chicana/o Studies program will be celebrated on February 10 from 5:00 – 10:00 PM in the Grand Salon with a Quinceañera themed fundraising dinner and celebration with keynote speakers and recognition of Dr. Frank Barajas' contributions to the field. He noted that tickets are still available and transferable to students. Chair Alamillo also invited Chairs and faculty to the Lowrider car show held the same day and organized by Dr. Theresa Avila.