



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

Arts & Sciences Chairs Meeting
March 5, 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, Jason Isaacs, Jacob Jenkins, Kimmy Kee Rose, Marianne McGrath, Lindsey O’Conner, Kiki Patsch, Chris Scholl, Bryan Swig, Greg Wood

I. Meeting Minutes

January 23, February 6, and February 20 Chair Meetings minutes were approved.

II. Information Items

Facilities Update: LSO Swig provided the following Facilities update:

- Water may be turned off in select buildings surrounding the North Quad during Spring Break. Details to follow on the specific buildings that will be impacted.
- The Gateway Hall construction permit is still pending.
- IT will host a grand opening on March 25 at 9:00 AM and 3:00 PM for the Help Desk and Esports centers.

SRIRS Update: LSO Swig announced that the process to organize SRIRS field trips has been updated. Island Packers now requires final passenger counts to be provided a month before departure. The department will be billed for passengers who do not board.

Lock Down Button: LSO Swig announced that police dispatch should be called to unlock classrooms after 3:00 PM. He noted that the locksmiths have ordered shields for the lock down button to prevent accidental button pressing. An email with subject “Facilities update- Door locks” was sent with information on the panic buttons on many classroom doors was sent.

Budget: MAR Darakjy asked Chairs to provide staff with planned spending for all funds through the academic year. She noted that staff should have balances and asked Chairs to contact her with questions. MAR Darakjy also asked Chairs to email Acting Dean Hampton and herself with expense projections that exceed the program budget.

Spring Orientation Stipend: MAR Darakjy announced that she recently received a list of faculty due a Spring Orientation Stipend for work completed in January. She will send Chairs the list to review.

Spotlight on Research Seed Grant Nominations: Acting AD Flores announced that the Spotlight on Research Seed Grant nomination period is open and closes on April 5.

STEM Projects: Acting AD Flores announced that Jenn Perry, Executive Director of Regional Educational Partnerships, placed a call for STEM specific project descriptions that are in development that can be used by President Yao and Executive Director of Community and Government Relations Zacarias for a DC trip planned to promote the Conservation Center.

New TTF Search AY 24-25: Acting Dean Hampton noted that he will provide criteria on the new TT lines for AY 24-25 when information becomes available.

STEAM Carnival (3/9): Acting Dean Hampton encouraged all Chairs to attend and thanked those Chairs and faculty for hosting booths and supporting the event to build visibility of campus with community.

A&S Faculty Representation to the Grad Council: Acting Dean Hampton asked Chairs to contact him with names of faculty who are interested in in serving as the A&S Faculty Representative to the Grad Council for the remainder of Spring semester until Chair Baker returns from a sabbatical in the Fall.

AVP Faculty Affairs Search: Acting Dean Hampton placed a call for faculty to sit on the AVP of Faculty Affairs search committee. He also noted that he would send a message to all faculty with the request.

Program By-Laws and Academic Senate Policy: Acting Dean Hampton announced that Academic Senate Policy supersedes Program By-Laws. He noted that Program By-Laws that include a second-year chair assessment clause will be supported by the Dean's Office. He asked Chairs to email the Dean's Office if the program would like assistance with a second-year chair assessment. Acting Dean Hampton clarified that all chairs would undergo a chair assessment in the third year of their term as required by Academic Senate Policy.

III. Discussion Items

Schedule:

- *Modality in 2yr template/schedule planner:* Acting Dean Hampton asked Chairs to confirm that the modality on the 2yr template matches what is enter in PeopleSoft. He recommended that a second row be added to clarify the differences in modalities.
- *Master course list:* MAR Darakjy informed Chairs that she receives the information to create the Master course list and asked Chairs to note missing courses in the

comments section of the list. She also noted that faculty names may be added in alphabetical order by the Chair or staff.

- *Missing schedules:* Acting AD Flores noted that she would communicate directly with those Chairs who have yet to submit a schedule.

IV: Chair Items

Summer Chair Responsibilities: Chair Buhl requested a clear description of Summer Chair responsibilities. Acting Dean Hampton noted that this topic would be discussed at a future meeting.