



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

## **Arts & Sciences Chairs Meeting**

**May 21, 2024**

**9:30 – 11:00 AM**

**J. Handel Evans Conference Room / <https://csuci.zoom.us/j/83353145921>**

### **Meeting Agenda**

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

**Absent:** Jason Isaacs, Jacob Jenkins, Greg Wood

#### **I. Information Items**

*Acknowledgements:* Acting Dean Hampton announced program chair elections results have led to the 2024-2025 appointment of Javier F. Gonzalez as Chair of Global Languages and Cultures, Colleen Delaney as Chair of Anthropology, and Jose Alamillo as Chair of Chicana/o Studies. He also acknowledged the service of Ahmed Awad as Interim Chair of Chemistry, Jason Isaacs as Interim Chair of Computer Science, Information Technology, and Mechatronics Engineering, Chris Scholl as Interim Chair of Political Science and Global Studies, and Cynthia Flores as Acting Associate Dean.

MAR Darakjy acknowledged Acting Dean Hampton’s current role in support of students, staff and faculty in the School.

*Facilities Update:* LSO Swig announced the following facilities updates:

- The building lock schedule has been adjusted for summer and most buildings on Campus will now unlock at 7:30 AM.
- Casa Pacifica will be on campus the first weekend of June.
- Three vendors are on-site cleaning and performing maintenance in the residence halls.
- A two-day active shooter response drill is scheduled in Bell Tower on June 5-6.
- The Windows 11 rollout starts next week with BFA.
- The Gateway project will have a 200-yard cement pour on May 24 which may lead to traffic congestion in the area.

Interim Chair Awad noted that Modoc heats up in summer and asked for a solution to ensure students are not working in unsafe conditions. Acting Dean Hampton advised faculty to contact Facilities for a portable air conditioning units when temperatures rise.

*Summer Session and Enrollments:* LSO Swig announced that as of yesterday, May 20, Summer term FTES is 369. He noted that he and Acting Dean Hampton have been reaching out to Chairs to discuss underenrolled classes in Session A.

Acting Associate Dean Flores reported that there are 18 HSI classes running during the summer term with close to 60 students enrolled. She noted that 42 of these students applied for HSI SMART scholarships and that Open University students do not receive financial aid at CI if their home institution is at another campus.

*AY 24-25 TTF Request:* Acting Dean Hampton announced that after reviewing chair requests, he prepared an AY 24-25 TTF Request for the School which prioritized Nursing and Cybersecurity, and then listed the remaining program submissions alphabetically. He noted that he would share information as it becomes available.

*Instructional/Dean's Pool WTU:* Acting Dean Hampton announced that Provost Avila is reevaluating a possible mid-summer correction based on budget and enrollment that might account for a 5% reduction in WTU. He noted that the Dean's Office will begin disseminating enrollment reports in June.

*Alternative Work Schedule:* MAR Darakjy announced the summer alternative work schedule offered to staff (use 8 hours of vacation, increased telework days up to 2 days, or 4/10 schedule) will be in effect June 2 through August 10. She also announced that several academic staff will be away from Campus at a conference the week of May 27 and on June 5 for a Staff Appreciation Day on Santa Rosa Island which will also include IST.

*Instant Card:* Lead Analyst Harris announced that the Campus is slowly eliminating the use of Instant Cards and working to implement the Concur travel management software. She asked Chairs to remind faculty to contact her well in advance of all travel to ensure Campus procedures are followed.

## **II. Discussion Items**

*Summer Chair Compensation and PD:* Acting Dean Hampton noted that a few changes need to be made to the compensation plan which will then be redistributed to Chairs for feedback.

*Student Stipends:* Acting Associate Dean Flores announced that an advisory from the Chancellor's Office has been released which effects how campuses request scholarships for students engaged in undergraduate research and other high impact practices. She noted that faculty must be clear when writing grants that request scholarships for undergraduate research when an activity is academic and benefits the student and is not an employment opportunity.

MAR Darakjy noted that the current BFA policy does not allow enrolled students to be paid for employment services via stipend, honorarium, scholarship, or gift card.

Acting Dean Hampton encouraged the dialogue to remain open about best practices in writing grants so that students benefit from the maximum amount of what can be provided.

*Building TVs:* LSO Swig noted that he is working with IT to replace the micro-computers attached to building monitors with a device to simplify the process of updating content.

*Year-end requests:* Acting Dean Hampton announced that nearly \$350,00 in year-end requests were submitted to the Dean's Office. He shared that while not all requests were granted, Chairs should use available funding sources to make year-end purchases when possible.

### **III. Chair Items**

*Fall 2025 Events/Activities:* Acting Dean Hampton provided Chairs with a list of dates for the 2024-2025 Chairs Meetings.