



Please note the following:

- One (1) form is required per event
- An event which takes place over multiple consecutive days is considered one event
- One (1) form may be submitted for multiple dates of the same event type

Requestor Info	
Full Name: Requestor	CSUSM Email: Requestor Email
Department: Department that is putting on the event	

Hospitality/Event Info	
Description/Title of Event or Program:	December Faculty Meeting
Please explain the business purpose of this expense and the benefit to the CSU:	Business purpose and benefit to the University.
Event Start Date: 12/16/2022	Event End Date: 12/16/2022
Location/Venue of Event: SBSB 4221	

Attendee or Recipient Type (Please check all that apply)	
<input type="checkbox"/> Donor	<input type="checkbox"/> Spouse or Domestic Partner
<input checked="" type="checkbox"/> Faculty, State and Auxiliary Staff, Student Assistants	<input type="checkbox"/> Student
<input type="checkbox"/> Official Guests	<input type="checkbox"/> Student Athlete
<input type="checkbox"/> Research Participant	<input type="checkbox"/> Other

Will there be Food and Beverage at this event? Yes

Please include backup documentation that includes the per person calculation for every meal.



Will there be Alcoholic Beverages at this event? No

Are gift cards part of the event? No

Hospitality Categories and Funding Information (Please check all that apply)	
<input type="checkbox"/> Awards and Service Recognition	<input type="checkbox"/> Memberships in Social Organizations (Auxiliary funding only)
<input type="checkbox"/> Bereavement Gift Expenditures	<input type="checkbox"/> Participation Incentives – Research funded survey/study or student participation in events
<input type="checkbox"/> Community Relations	<input type="checkbox"/> Participation Incentives – other (Auxiliary funding only)
<input type="checkbox"/> Donor Gifts	<input type="checkbox"/> Professional Conference, Meeting, or Reception
<input checked="" type="checkbox"/> Employee Business Meetings	<input type="checkbox"/> Promotional Items
<input type="checkbox"/> Employee Morale and Recognition	<input type="checkbox"/> Recreational and Sporting Events (Athletics only)
<input type="checkbox"/> Fundraising	<input type="checkbox"/> Student Recruitment, Engagement, or Recognition

Chartfield Information						
Number of Chartfields: 1		**If you have more than 3 Categories and/or Chartfields, please attach Excel file.				
1. Payment Method: ProCard (Must be allowed per ProCard guidelines)						
	Fund	Dept	Program	Class	Project	Amount
	00000	0000				\$ 44.38
Vendor(s): Amazon, Staples or similar						
2. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
3. Payment Method:						
	Fund	Dept	Program	Class	Project	Amount
						\$
Vendor(s):						
Hospitality Expenses Estimate: \$						44.38

Required Attachments if applicable or if not previously attached:

Please attach an agenda, flier, invitation, or event announcement and for smaller events, a list of attendees.

If this is a Catering event, please attach the Catering estimates/quotes for all expenditures and cost per person.

**Please note that ALL Caterers must be selected from the [CSUSM Corporation Approved Caterers List](#).

Reminders:

Please make sure to choose an allowable payment method based on procedures/guidelines (e.g. Use ProCard as first option for allowable items, no Direct Pay for services, Purchase Order for services and anything with an agreement.)

Direct Pay – An approved copy of this form must be attached to the [Direct Pay Form](#)

ProCard – An approved copy of this form and the itemized receipt for purchases must be attached to the monthly reconciliation statement

If using a catering service other than Sodexo over \$250.00 a First Right of Refusal is needed from Sodexo.

If providing promotional items or participation incentives that cannot be fulfilled by the bookstore and that have a CSUSM logo, wording, lettering, or imply affiliation with CSUSM a First Right of Refusal is needed from the bookstore.



I have read the information above and acknowledge that I have the responsibility to complete future actions

Faculty Meeting

Date	Time	Who is Invited?
12/16/2022	1:30 -2:20pm (Subjected to change)	LBST TT (mandatory) Lectures (optional)

AGENDA

Time	Description	Location	Room Booked
1:30 -1:45	Announcements / reminders	SBSB 4221	Yes
1:45-2:15	Discussion Items (see attachment)	SBSB 4221	Yes
2:15-2:20	Open forum	SBSB 4221	Yes

Event Description

Description of Event
Liberal Studies holds meetings for the department chair to update / collaborate with the faculty on curriculum, following semester forecasting, strategic planning and any other informative information on campus that connects with the department.
Direct or Indirect Benefit to the CSU to be Derived from the Expense
The department is able to stay in communication and be on the same page when it comes to the education of its students, department involvement in university projects, and develop plans for upcoming academic years.
Plan for RSVPs
Dept Chair coordiantes with the faculty to see what dates and times everyone can make. Email reminder is sent for the meeting.
What will be provided to Attendees
Refreshment (coffee with creamer)

FOOD

Vendor	Description	Cost Per Person	Total Cost Est.
Amazon	Individual Creamers	\$1.88	\$30.00
Amazon	Keruig refillabel cups	\$0.90	\$14.38
			\$44.38

CHARTFIELD/PAYMENT METHOD

Fund	Dept	Amount	Payment Method (Direct Pay, PO, ProCard, etc)
48500	1021	\$44.38	ProCard
XXXXX	XXXX		

Attendees

Est. Attendee Headcount	16
Attendee List	

Jocelyn Ahlers	Faculty
Grant Muagututia	Faculty
Tiho Kostadinov	Faculty
Nicoleta Batman	Faculty
Liz Ridder	Faculty
Greig Guthey	Faculty
10 LBST Lecturers	Faculty

Notes/Suggestions on Event from AC, [INSERT NAME]

Previous dates shown for finds found in Procard. It was not known that a Hospitality form was need for some items. (i.e coffee and creamer)

Coffee grounds don't need to be purchased for reusable cups as department already has those.

LBST Department Meeting Agenda
16 December 2022, 1:30-2:20pm

Announcements/Reminders:

1. Lorena will be putting in one more order for office supplies – please let her know if you need anything.
2. Grades are due December 22 – there are NO extensions!!
3. Quiet week is December 19-23 – staff are largely out this week, but DO will be staffed. Lorena will be telecommuting on Monday and Tuesday, and then off until January 3 when campus reopens.

Discussion items:

1. Split/merger further updates
2. Fall 2023 LBST course offerings (see separate spreadsheet)
3. Orientation handbook? Do it again? Any changes?
 - a. Student handbook/planner only \$200
 - b. Family orientation handbook only (English and Spanish) \$200
 - c. Student handbook/planner AND family orientation handbooks (English and Spanish) \$250
4. Strategic planning
 - a. The university strategic plan prioritizes creating and sustaining a “culture of care and belonging” that promotes “student success as well as the intellectual, emotional, physical and social well-being of all members of our campus community.”
 - b. Key question: Given that the academic colleges are an integral part of the university culture, how should CHABSS support this goal? (Some elements of campus culture identified in *The Power of CSUSM: Access to holistic wellness resources; Communications, processes, and policies designed to support student success and enhance the student experience; Onboard new hires, supporting their contributions to CSUSM, and developing their potential for advancement.*
 - c. Questions to complete:
 - i. How do you connect the ideas in the selected excerpt from the University strategic plan to your professional work?
 - ii. What are 3-5 ways the college could enrich Culture of Care to promote student learning, student success, and social mobility?
5. HAPC call (see last week’s agenda for call)

Information items:

HAPC Department Hiring Request for 2022-2023

Proposals are due on or before Wednesday, December 21 at 11:59 p.m.

Per the CHABSS Bylaws, the charge of the Hiring and Academic Planning Committee (HAPC) is to make recommendations to the Dean concerning academic resource planning of the College, including hiring proposals for faculty and staff.

I. Proposal Guidelines

Authorization for replacement hires resulting from retirements, resignations or denials of tenure will generally be decided by direct consultation between the Dean and the affected department/program and should not be included as part of any unit's proposal. Departments/programs may submit a proposal for multiple positions but must rank their requests. Joint appointment proposals must be submitted as a single proposal by the participating departments/programs. Proposal narratives should be no more than five single-spaced pages.

II. Evaluation Criteria

HAPC has worked in collaboration with the CHABSS Dean's Office to develop the AY 2022-23 faculty/staff hiring proposal criteria to provide transparency and predictability for departments requesting a hire. The evaluation criteria account for CHABSS priorities and provide departments opportunities to explain context for the numerical data and additional qualitative data in support of their position requests.

HAPC values proposals that are consistent with the values and mission of CHABSS. We encourage proposals that are "responsive to new ideas and challenges, and attuned to the diversity of human experience." Proposals should demonstrate how the new hire will serve the college's mission to "promote education that is comprehensive, integrative, and transformative" and help prepare students for "lifelong careers of leadership, learning, creativity, professional achievement, and community service."

HAPC will consider the following criteria in conjunction with the CHABSS mission:

A. Curricular/Program integrity

The proposal should clearly convey how the proposed hire will allow the department/program to better utilize faculty expertise and support wider curriculum goals and university requirements. You may address how the proposed hire will contribute to the department/program's long-term goals, the overall curriculum coverage and/or program integrity, and/or any significant changes in the discipline or field at the national/international level.

Please include whether your department offers courses for interdisciplinary majors/minors or other programs within the college (for example, Environmental Studies majors take required courses from other departments like Geography, Philosophy, etc.)

B. Enrollment trends over the past five years

Proposals for faculty hires should demonstrate growth in student demand within the department/program. In the case of proposals for staff hires, proposals should demonstrate how

departmental growth has increased the workload for staff. Please use the data in the HAPC Department Snapshot to demonstrate enrollment patterns.

You may consider:

- What are the sources of FTES growth in your department/program? (Majors? LDGE? UUDGE? Other?)
- Headcount/major growth – what factors have led to growth in the unit?
- How does the proposed hire address existing student demand?
- How does the department/program effectively employ existing TT faculty to address the enrollment/FTES profile of the department? For example, are large general education courses being used to offset the necessity for smaller major courses? Do tenure track faculty teach across the department curriculum or are they primarily concentrated in courses designed exclusively for the major?
- If your department has not grown significantly, discuss the reasons why. Do you have any reasons to think there might be a change in enrollment patterns in the near future? How will an additional hire in a particular area enable growth?

C. Diversity

CHABSS is committed to the recruitment and retention of a diverse and inclusive faculty and staff that reflect our student body and advance the university's mission to value and make central the contributions of all people.

Proposals must demonstrate how the requested faculty and/or staff hire meets the unique needs of our diverse student body and must include specific details about how the hire will advance CHABSS' mission. As CSUSM is a Hispanic Serving Institution (HSI), proposals that address the advancement and/or contributions of this and other historically underserved communities are especially encouraged.

You may consider:

- Are there existing inequities in your unit that you hope to address with a new faculty/staff hire?
- How would your proposed hire contribute to diversity and inclusion within your unit?
- In what way(s) would the proposed hire better serve the needs of our diverse student body and better reflect our college's mission?
- What steps is the department taking to ensure a diverse pool of candidates?

Please carefully consider what the department has done, or what the department will do, to recruit, welcome, retain, and promote scholars and/or staff from underrepresented racial, cultural, and ability backgrounds.

D. Tenure-track density

HAPC will consider the tenure-track density within your unit, using the data in the Department Snapshots provided by the Provost's Office. Proposals should provide context regarding the impact of TT density on your unit and justification for an additional TT line.

You may consider:

- How does TT density impact your unit?
- Describe the current service load among your TT faculty. In what ways would a new TT impact that workload?
- Does your program have unique needs that require more TT lines?
- What is the student to TT faculty ratio? Has it increased, decreased, or stayed the same?

E. Interdisciplinary programs/distributed programs

HAPC understands the importance of interdisciplinarity in achieving CHABSS' goal to offer students "multiple pathways to explore ideas, ideals, visions, and values." The proposal should clearly convey how the proposed hire meets the unique needs of interdisciplinary and/or distributed programs, and how the proposed hire fits into the vision of the unit.

F. Growth hire history

For TT proposals, please list all TT growth hires made in the previous five years by your unit. For staff proposals, please list all new staff hires made in the previous five years by your unit.

III. Timeline

HAPC will review proposals and make recommendations to the Dean by March 1, 2023. The Dean will review the HAPC recommendations, conduct their own review of the proposals, and consider any other relevant data.