

Arts & Sciences Chairs Meeting

October 21, 2025 | 9:00 – 10:30 AM | Broome Library 2533

1. Meeting Minutes

Minutes from September 23 and October 7 were reviewed and approved.

2. Discussion Items

Faculty Office Procedures (Draft): The Dean reviewed updates to the draft office allocation procedure. Additions include a requirement for chair consultation and inclusion of FERP faculty in office allocation considerations. Questions arose regarding office usage (painting, hanging, sublet, cleaning), but the Dean clarified that this document addresses allocation only, not usage. Further procedures for office use are under consideration. Emeritus faculty will also be added to the document.

Advising Policy Rollout: Feedback on the new advising documentation through EAB Navigate was shared. Faculty expressed that while some find the platform helpful for tracking and accountability, others view it as cumbersome. The intent is to document faculty advising efforts, connect them to student success, and justify reassigned time for advising. Chairs emphasized the importance of ensuring that data collected through this process is reviewed and applied meaningfully.

3. Chair Items

Course Fees: Sonsoles led a discussion on course fee usage and distribution. Starting Spring 2026, all students will pay \$20.50 per semester, which is reported to be allocated to Arts & Sciences for distribution. All former student fees with the exception of field trips/travel will be cancelled. Proposals can be submitted to modify existing travel-related fees or add new fees for such courses. Graduate students are currently exempt from these fees. Chairs expressed concerns about the transparency and fairness of fee distribution across departments. The Dean indicated that he would look to the school Budget Advisory Committee to provide guidance on how the new student fee funds would be distributed to departments in the school.

Curriculum Dates: Stacey raised concerns regarding the short turnaround time for curriculum reviews. Luis is managing all Dean level curriculum reviews. Faculty expressed frustration with the workload and timeline. The Dean recommended that concerns be elevated to Academic Senate.

4. Informational Items

Transfer Registration Workshops and Spring Orientation Sessions: Dates listed under Important Dates.

Course Fee Spending: Departments must spend all balances by December 2025.

Low-Enrolled Timeline (Spring 2026): Departments reminded to monitor course enrollments.

NAGPRA: A memo from the President's Office indicated that departments must provide NAGPRA compliance information by November 12. More information forthcoming.

Budget Update: Spending plans for all funds except GD901 are due tomorrow.

5. Open Discussion

6. Important Dates

A&S Events:

- Donuts with the Dean – Oct. 23 (11:45 a.m. to 1:00 p.m., Sierra Hall Lobby)
- Chill with Phil – November 20

Spring 2026 Transfer Advising Workshops:

- December 12, 15, 16, and 17

Spring 2026 New Student Orientation:

- Thursday, January 22 and Friday, January 23