

Arts & Sciences Chairs Meeting

October 7, 2025 | 9:00 – 10:30 AM | Zoom

1. Meeting Minutes

Minutes from September 23 remain pending. Minutes from April 8 – August 12 are also pending and will be shared once finalized.

2. Discussion Items

Spring Schedule: Luis presented an overview of Spring 2026 scheduling data. The projected FTES is 3,339.7 (96.6% of fall FTES), and the proposed WTU utilized is 2,164.9 WTU, within the school's allocation of 2,177. Chairs were reminded to prioritize TTF workloads before assigning NTTF, balance fall/spring WTUs to achieve annualized 24-unit workloads, and fully utilize allocated WTUs to meet student demand. A small remaining augmentation may be distributed or held to meet student demand. Chairs raised concerns about changing targets and planning challenges; Phil committed to advocating for additional resources as needed.

Winter Session: Courses offered during EU winter intersession will not count toward FTES targets or meet NTTF entitlements. Summer teaching by NTTF may be used by chairs to support NTTF whose entitlements were not met in the previous academic year. Chairs interested in offering courses should contact the Dean's Office by October 13. EU teaching does not affect entitlements or benefits.

Draft Faculty Office Procedure: Phil reviewed a draft faculty office assignment procedure for the division which had been reviewed by the Provost and the Dean's Council. The document clarifies that space is managed under the Provost's office. Chairs will have an opportunity to be consulted and to provide input on office assignments. Goal to cluster offices by department and ensure fairness within tiers. Suggestions included explicit consultation with affected programs, clarification of FERP and NTTF office prioritization, and language ensuring equitable assignment processes. A revised draft will be circulated for review.

Draft Travel Update: A new travel procedure is forthcoming. Current expectations are that domestic travel requests be submitted 30 days before departure and international travel 45 days prior. The Dean emphasized flexibility for local trips and fieldwork, noting that Concur should be used primarily for reimbursable or extended travel. Faculty concerns about added administrative burdens for field trips and short notices were discussed. Risk management requirements and defensive driver protocols remain in place. Edits to clarify 'submission' rather than 'approval' deadlines will be made. Departmental vs. research travel distinctions will be finalized by the Budget Committee.

3. Chair Items

Second BA Inquiries: Marianne is collecting information from interested programs for presentation to the Provost. Programs seeking to offer a second BA must coordinate with the Registrar and Student Systems. Updates will be incorporated in the 2026–27 catalog.

Promotion of A&S at .Paak™ House Event: Heather highlighted promotional opportunities during the Oct. 11 event, expected to draw 11,000 visitors. Chairs were encouraged to support A&S visibility and outreach at the event.

4. Academic Freedom & Faculty Safety

Phil addressed growing faculty concerns regarding doxing and external political targeting of educators. He reaffirmed CSUCI's commitment to academic freedom, inclusive dialogue, and safety, citing California Education Code 66607. Faculty are encouraged to distinguish personal opinions from institutional positions and to connect classroom discussions to course objectives. Chairs discussed gray areas in curriculum language and how emergent topics may arise in teaching. Faculty were assured that relevant instruction within disciplinary context remains protected. Campus resources including Title IX, conduct reporting, and law enforcement remain available for safety concerns.

5. Informational Items

SRPC – Friday, Oct. 10, 10:00–11:30 a.m. via Zoom (registration online).

6. Open Discussion

Chairs discussed curriculum updates, the UDGE mission course recertification timeline, and upcoming deadlines. Clarification was provided that mission-only updates may be submitted in spring without affecting fall catalog deadlines. Additional discussion focused on enrollment management, planning flexibility, and upcoming space coordination efforts.

7. Important Dates

Curriculum deadline – October 17

RTP Fall Calendar – Sept. 15 to Oct. 9 (PPC review period)

A&S Events – Donuts with the Dean (Oct. 23); Chill with Phil (Nov. 20)

Majors Fair – October 7, 11am–2pm

Homecoming Week – Oct. 6–11