

Arts & Sciences Chairs Meeting Minutes

January 27, 2026 | 9:00 – 10:30 AM | Zoom

1. Time Certain

Elena Jaloma, Executive Director of Student Success & Outreach, presented updates on faculty engagement in enrollment management and the Early Alert initiative. A faculty program highlights sheet will be distributed via email. Early Alert will allow faculty to identify students who may be struggling and connect them with appropriate academic and student support resources.

2. Meeting Minutes

Minutes from the December 16, 2025 Chairs Meeting were reviewed and approved.

3. Discussion Items

Summer 2026 Schedule: Summer entry is due February 27 and fall entry is due March 13. Dean's Office is still awaiting the instructional budget to send to department Chairs. Summer courses may be offered in any modality at the discretion of departments.

Enrollment Management Transition: Enrollment Management has moved under Student Affairs. Chairs discussed potential benefits of increased collaboration and networking while emphasizing the need to maintain alignment with academic priorities.

Enrollment Update & Fall Admissions: Arts & Sciences FTES is currently at 94.5%, exceeding last year's numbers at this point. Overall application numbers are down, but acceptance and yield rates are up.

4. Chair Items

Uber Rideshares: A limited Uber voucher pilot is available Monday through Friday from 5:00–10:00 p.m. to support students after bus service hours. Associate Dean Sanchez sent an email from Parking with additional information.

Digital Accessibility for Class Postings: Chairs requested training and guidance to help faculty meet upcoming digital accessibility requirements, particularly for courses with image-heavy content.

Instructor Change / Canvas Issues: When instructor assignments change, incoming faculty may see prior faculty content in Canvas. The Dean's Office will follow up on best practices for handling this issue.

CI Records Student Roster: Chairs noted that visibility into dropped students and reasons for withdrawal appears to be unavailable. Faculty requested restoration of this feature for outreach purposes.

Undocumented Student Task Force: Chairs were encouraged to review the recap email from Edna and forthcoming communication from Jose. A Canvas module with resources is available.

Travel and Course Fees: Travel-related course fees should be charged to GD920. Trina will provide accounting strings and average historical spending amounts.

5. Informational Items

Spring/Summer 2026 Lighting Project: Aliso, Topanga, and Del Norte will be impacted. Chairs should review the linked timeline when planning courses.

Signing Agreements: Faculty and staff may not sign agreements on behalf of CSUCI. All agreements must be routed through Procurement.

P2P Rollout: Intro Lab Training and Shopping & Requesting Training are available. Trina recommends that chairs attend at least the introductory training.

Staffing Update: The analyst position closes January 28. The Dean's Office Coordinator offer is pending. Nursing Coordinator and Nursing emergency hire positions are approved and awaiting posting.

Syllabi Submission: Melissa Soenke will collect syllabi. Chairs should watch for an email.

Mid-Year Budget Meetings: Analysts will contact chairs to schedule budget review meetings.

6. Open Discussion

General discussion focused on coordination of enrollment, scheduling, and student support initiatives.

7. Important Dates

NTTF Evaluations due February 27

Admitted Dolphin Day – Saturday, April 18

STEAM Carnival – Saturday, May 9