

Arts & Sciences Chairs Meeting Minutes

February 10, 2026 | 9:00 – 10:30 AM | Broome 2533 (Handel Evans Conference Room)

1. Time Certain

Undocumented Students Committee Presentation: Representatives provided an overview of resources available to support undocumented students and students from mixed-status families. A Canvas module (search: Becerra Garcia) is available for faculty to embed in their courses. Sample syllabus language was shared to help faculty signal support while maintaining student privacy.

Faculty were encouraged to consider flexible practices such as virtual office hours, use of HyFlex classrooms, limited online adaptations (up to 30% for in-person courses), and trauma-informed pedagogy to foster trust and belonging. Attendance policies should be applied thoughtfully, with outreach to students who stop attending.

In cases where a student discloses immigration-related concerns, faculty may file a CARE report without documenting immigration status. Free legal services are available through CSU-contracted providers. Protocol for ICE presence on campus was reviewed, including contacting Campus Police and recognizing private vs. public campus spaces.

Upcoming related events include immigration defense training, the Social Justice in Education Conference, a public talk on Banished Citizens, and a History Department community seminar.

2. Meeting Minutes

Minutes from the January 27, 2026 Chairs Meeting were reviewed and approved.

3. Discussion Items

Associate Dean Search:

The Associate Dean search will open shortly. The position description has been approved, and the search committee will include two faculty members (identified through Senate), one staff member from Arts & Sciences, an MPP representative from another division, and Trina Darakjy as Chair. The search will be open within the CSU system, with the goal of completing the process prior to spring break.

AY 26–27 Instructional Budget & Schedule Building:

A preliminary budget is expected by February 13. Chairs were advised to prepare for uncertainty in enrollment projections and to build schedules with flexibility. Summer scheduling discussions included a suggested 10% FTES target; however, concerns were raised regarding impacts on fall enrollment and lecturer entitlements. Clarification is pending regarding whether unused summer WTU may be rolled into the academic year.

Modality Updates:

Two additional modality codes (03 and 04) will be added to the two-year schedule template. These allow limited face-to-face meetings (generally 30% or less) within primarily online courses. Chairs must clearly indicate required in-person dates/times in the schedule notes. Discussion emphasized clear communication to students and adherence to Carnegie hour requirements.

Provost Travel Update:

Faculty Travel funds for FY25–26 are currently exhausted. Chairs were advised that only non-restricted funds (e.g., Q0000, TH930, foundation funds) may be used where available. GD901 funds may not be used for travel except for accreditation-related purposes. Extended University indirect cost allocations were discussed.

Staffing Update:

Karina Juarez was hired as the PHYS/CHEM/HLTH Analyst following Gina Machibag's retirement. As a result, one ASC II position was lost. A new ASC II (Ashley Garcia) has joined the Dean's Office. An ASC I position for Nursing will be posted. Capacity will remain limited. Chairs were reminded to ensure faculty bring keys, as staff will not routinely unlock offices.

Student Fees:

Chairs will be asked to submit requests for allocation of the new student fee funds. Priority will be given to programs that previously collected course fees. Funds must be spent within the fiscal year and may not be used for travel.

Enrollment Management & Summer Planning:

Chairs discussed enrollment projections, summer scheduling strategy, and balancing GE offerings with major course progression. Further clarification on summer funding models and year-round budgeting is pending.

4. Chair Items

Advising Course Releases (26–27): No updates available at this time regarding reassigned time allocations.

Faculty Office Hours: Chairs reaffirmed commitment to posting and maintaining updated faculty office hours.

CSU Fully Online: Questions were raised regarding limits on units students may apply toward majors from other CSU campuses. Follow-up information will be provided.

5. Informational Items

Title II compliance deadline: April 2026.

Tli training opportunities and accessibility resources were shared.

STEAM Carnival scheduled for May 9, 1-4 PM.

Important Dates:

- Faculty Advisor Training – February 20, 9:00-11:00 AM
- NTTF Evaluations Due – February 27
- Admitted Dolphin Day – April 18
- STEAM Carnival – May 9
- Fall 2026 Begins – August 24
- Fall 2026 Finals – December 7