

## Arts & Sciences Chairs Meeting Minutes

May 19, 2026 | 9:00-10:30 AM

### Attendees

Philip Hampton, Luis Sanchez, Ashley Garcia Alison Harris, Trina Darakjy, Kimmy Kee-Rose, Mary Adler, Blake Gillespie, Ruben Alarcon, Liz King, Javier Gonzalez, Jacob Jenkins, Jaime Matera, Cameron Harris, Stacey Anderson, Geoff Buhl, Julia Ornelas Higdon, Heather Castillo, Dana Baker, Kiki Patsch, Lindsey Trimble O'Connor, Neomie Congello, Jose Alamillo, Sonsoles De Lacalle, Gregory Wood, Marianne McGrath, and Jason Miller

### 1. Meeting Minutes

Minutes from the April 21, 2026 meeting were approved as submitted.

### 2. Discussion Items

#### Curriculum Deadline Updates

The curriculum submission deadline was moved earlier, with October 1 identified as the updated date. The change is intended to improve processing of curriculum by the Local Curriculum Committee's, Dean's Office, and Academic Policy & Planning Committee (APPC). LCC's will review curriculum proposals before the Dean's Office. Faculty will not be asked to work over academic breaks to meet the revised deadline.

#### Dual Enrollment

Dual enrollment expansion continues as a strategy to increase FTES and strengthen partnerships with local high schools. Compensation will be the same as on-campus teaching and will count toward faculty entitlements. Departments will decide whether they have the interest and capacity to participate. Concerns were raised about funding, instructional capacity, and potential impacts on K-12 union labor. Most new sections, if approved, are expected to begin in spring.

#### Workload Anomalies and WTU Coding

Chairs were asked to review workload coding in PeopleSoft to ensure it aligns with the Schedule Planner and course classifications. Errors were identified in stateside WTU assignments in several courses. EU courses should have no stateside workload (not included). Luis will share an updated workload query that includes WTU columns and provide guidance or training for chairs, including new chair training in the fall.

#### Summer Chair Compensation and Advising Responsibilities

Chairs discussed concerns about summer compensation, advising expectations, childcare and travel costs, and late communication about summer duties. Dean Hampton clarified that summer chair work is not compulsory, summer chair compensation may be declined, and summer work can be completed remotely. Dean Hampton will seek clarification from the Provost regarding whether transfer advising sessions are mandatory, potentially identify

compensation for faculty covering transfer advising sessions, and work toward a clearer summer chair position description.

#### **Summer and Fall 2026 Enrollment Update**

Summer enrollment is tracking above the FTES target. Fall freshman numbers and retention are strong, while transfer confirmed intent to enroll remains lower than fall 2025. Chairs were encouraged to increase waitlists from 15 to 20 students to better identify unmet demand and to consider creating shadow sections for high percent seat occupancy sections such as in Psychology, ESRM, Biology, and Health Science.

#### **Second Bachelor's Degree Program Expansion**

Second bachelor's degree admissions are currently occurring in Art and Nursing. Departments interested in offering a second bachelor's pathway should contact Marianne McGrath for guidance on establishing the appropriate PeopleSoft degree shell. Dean Hampton will continue advocating for an expansion of this program.

#### **Canvas Course Merging**

Chairs discussed the practice of merging identical Canvas course shells. Faculty noted that merging shells can reduce duplicated announcements and administrative work while preserving instructional workload. Dean Hampton acknowledged chair feedback and will bring the issue to Dean's Council and the Provost before finalizing any position.

#### **Two-Year Course Rotation Recommendation**

The Provost's Office is recommending a two-year course rotation plan that will be made visible to students. The rotation would identify which courses are offered each semester. Starting in Spring 2027 an annual schedule will be built that will include Summer 2027, Fall 2027, and Spring 2028.

### **3. Chair Items**

#### **WU Grades and NTTF Faculty Concerns**

The DMT Chair raised concerns that NTTF faculty were told WU grades or high D/F/W rates could reflect negatively on instructor records. Dean Hampton clarified that information about course grades only appear in personnel files when a departmental review letter specifically includes them and that this situation has no precedent.

### **4. Informational Items**

#### **CHRS - No Leave Taken**

Faculty do not need to report "No Leave Taken" in CHRS, per Human Resources guidance.

### **5. Important Dates**

Commencement: Saturday, May 23, 2026

End-of-Year Employee BBQ: Thursday, May 28, 2026, 11:30 AM - 1:30 PM, North Quad

DAA Fall Kickoff: Tuesday, August 18, 2026, 8:30 AM - Noon

DAA Fall Kickoff: Wednesday, August 19, 2026, 8:30 AM - Noon

**Low-Enrolled Course Timeline - Fall 2026**

Dean review requests due: Friday, July 17

Chairs submit waivers: Friday, July 24

Dean responses: Friday, July 31

Monday classes begin: August 24

Last advising session for first-year students: July 24

Transfer make-up advising session: July 28