

## Arts & Sciences Chairs Meeting Minutes

November 4, 2025 | 9:00 – 10:30 AM | Zoom: <https://csuci.zoom.us/j/83561376941>

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### 1. Meeting Minutes

Minutes from October 21, 2025 were reviewed and approved.

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### 2. Discussion Items

#### Low-Enrolled Course Guidelines and Review Timeline

The Dean reviewed the updated process for low-enrolled course review. Key dates include:

- **December 5:** Dean's enrollment review request
- **December 12:** Chair waiver submissions
- **December 17:** Dean response
- **December 19:** Appeals to Provost

The Dean acknowledged this may require chairs to work during the winter break and has communicated to the Provost that chairs must be compensated accordingly. Dean also indicated that the Dean's Office will be communicating early and often regarding course enrollments.

Faculty discussed the need for flexibility and early communication to minimize workload conflicts and ensure fairness in the review process.

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### Course Fees

The Arts & Sciences Budget Committee will meet next week to review allocation strategies for the new student course fee model. Faculty expressed concerns about transparency and equity in the distribution of fees, particularly in high-cost departments. The Dean emphasized that allocations will prioritize departments with historical spending needs while maintaining a data-informed approach. Trina will provide guidance to departments with variable travel fees.

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### Budget Advisory Committee Update

Trina summarized the results of the committee's recent votes regarding travel and field trip funding:

- **General fund and GD901** may be used for departmental and local travel (limited to one trip per semester).
- **Research-related travel** must use alternative sources (Q0000, TH930, or Foundation).
- **Voluntary field trips** will not include student reimbursements.
- **Required field trips** must use non-GD901 funding sources.

A formal summary will be circulated via email. A chair noted that faculty must provide students and that you cannot truly call a field trip 'required'.

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### **Office Allocation SOP**

Chairs voted to move **FERP faculty from Tier 2A to Tier 3A** in the faculty office allocation hierarchy. The motion passed with **13 votes in favor, 3 opposed, remaining Chairs abstained or did not vote**. Discussion included the prioritization of full-time non-tenure-track faculty, clarification of NTTF full-time workload versus contract status, and alignment with CSU policy.

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### **Program Review Responsibilities and Timeliness**

Chairs were reminded to plan **at least one month in advance** for external program review visits. The Dean's Office will cover one **student engagement lunch (up to \$200, typically pizza)**.

All room reservations and catering requests must be submitted **at least 15 business days in advance** to ensure event support.

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## **3. Chair Items**

### **Supporting Students During These Times**

Notes on Basic Needs resources were shared and attached to the meeting invite. Emergency grants, Dolphin Pantry access, and other support services are available for students in need.

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## DA Accessibility (Faculty Development Message)

Chairs discussed the upcoming **ADA compliance requirement for courses**, expected by **April 2026**. Faculty expressed concern about the limited communication and potential workload impact. The Dean's Office will gather more information from Faculty Development to clarify expectations, rollout timelines, and available support resources.

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## Spring 2026 Course Schedule

Issues were reported with the new course schedule layout. Instructor names are not visible in some views, and the enrollment status bar appears to show courses as full even before registration opens. The Dean's Office will follow up with Enrollment Management to address visibility and usability concerns.

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## Open House

Chairs discussed the upcoming open house event, scheduled for the **Veterans Day weekend**.

Concerns were raised about event timing, communication, and faculty participation expectations. Questions were also raised about building access and whether lunch would be provided. The Dean will follow up with event organizers for clarification.

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## 4. Informational Items

- **A&S Travel:** [Arts Sciences Travel SOP 10-28-25.pdf](#)
  - **NAGPRA Reporting:** Departments must comply with current reporting requirements.
  - **Curriculum:** Programs are reminded of the Oct 17 having passed, and any curriculum that is urgent must be submitted immediately.
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## 5. Open Discussion

## 6. Important Dates

### Low-Enrolled Course Deadlines

- **Dec 5:** Dean requests enrollment review
- **Dec 12:** Chairs submit waiver requests
- **Dec 17:** Deans respond
- **Dec 19:** Appeals to Provost

**SRPC:** Friday, November 21 @ 11 a.m.

**A&S Events:**

- **Chill with Phil** – November 20 (Madera Hall 2381, 4–5 p.m.)

**Spring 2026 Transfer Advising Workshops:**

- December 12, 15, 16, and 17

**Spring 2026 New Student Orientation:**

- Thursday, January 22 and Friday, January 23

**Save the Date:**

- **A&S Spring Welcome Back** – Friday, January 23 (9:00 – 10:45 a.m.)