

Arts & Sciences Chairs Meeting

December 2, 2025 | 9:00–10:30 AM

1. Meeting Minutes

- Minutes from November 4, 2025 were reviewed and approved.

2. Discussion Items

- **Dashboard and Data (D&D)**

- Luis Sanchez, Jacky Connell, and Dean Hampton shared updates from the CSU Student Success Analytics project. See link for slides and presentation video: <https://youtu.be/sA8owCI1NWk?si=JyAyK-kCw2Te8EnA&t=408>
 - Project/presentation focused on:
 - Scheduling as an equity issue
 - The need for data-informed tools to better align course offerings with students' real scheduling needs.
 - Plan to update dashboards and a “Scheduling Equity Checklist” to help programs identify timing and modality barriers that affect student progress.
 - Acknowledged that student schedule needs will vary across departments

- **Summer 2026 Schedules**

- Chairs raised strong concerns about the proposed **December 19** deadline for summer schedule submission.
- Key points:
 - Chairs are teaching, advising, and grading during this period
 - Building window conflicts with low enrolled monitoring decisions for spring
 - Some chairs proposed offering GE-only summer options rather than major courses
 - Dean Hampton will raise these concerns in the Deans' Council and continue advocating for a later deadline.

- **Spring Schedule of Classes & Enrollment**

- Enrollment is currently **up from last year**.

- As of December 2, A&S -2,477 FTES for Spring 2026 compared to 2,380 FTES on this date last year for Spring 2025
 - Discussion included:
 - Waitlists are unreliable indicators of unmet demand (many students waitlist preferred sections despite being enrolled elsewhere)
 - Some majors (e.g., English, Health Science) are seeing increased morning demand
 - Chairs requested dashboards showing continuing-student enrollment progress for spring
 - Luis will continue monitoring patterns and sharing weekly updates.
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- **Budget Update & BAC Report**

- Trina shared that student assistant funding has arrived, though slightly lower than last year.
BAC discussed:
 - Course fee spending from Fall 2025 — most departments spent down balances effectively
 - Estimated Spring 2026 fee revenue: **\$91,450**
 - Average historical spending: **~\$78,500 per semester**
 - Chairs will receive projected allocations based on 3-year averages, with the option to request adjustments
 - Further analysis will be done by course and department to refine allocations.
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3. Chair Items

- **Student Registration System**

- Faculty and students reported strong dissatisfaction with the newly launched registration interface:
 - Missing instructor names in some views
 - “Seats available” display misleads students into thinking classes are full
 - Search tool resets to the beginning instead of retaining filters

- One chair reported that their faculty appreciated the new system, particularly that faculty names and room locations are not visible to the public.
- Chairs requested urgent usability improvements and clearer campus communication.

Low-Enrolled Course Deadlines

- Luis will notify chairs on **Friday, December 5** about low-enrolled sections.
Chairs raised concerns about:
 - Timing of deadlines being before transfer registration
 - The Dec 12 waiver deadline falling during finals
 - Chairs potentially working off contract in January
- Dean Hampton reiterated his position that chairs must be compensated if required to work while off contract.

Bus Schedule

- The last campus bus departs at **5:30 p.m.**, preventing students from staying for office hours or attending late-afternoon/evening classes.
- Facilities and Basic Needs are exploring providing **Lyft/Uber vouchers** as a temporary measure.

Lab/Class Access Standard Operating Procedures & Liability

- A new Standard Operating Procedure and Adobe Sign workflow are being developed to provide students with safe, approved access to specialized instructional spaces outside standard class times (e.g., capstone projects, competitions).
Chairs emphasized:
 - Need for liability clarity
 - Competence standards for student access
 - Alignment with safety training and IST staffing limits

4. Informational Items

Web Accessibility

- Dean Hampton noted that he sent an email about web accessibility.

5. Open Discussion