

Arts & Sciences Chairs Meeting Minutes

March 10, 2026 | 9:00–10:30 AM | Broome 2533

Attendees:

Phil Hampton, Luis Sanchez, Jose Alamillo, Jaime Matera, Cameron Harris, Heather Castillo, Liz King, Ruben Alarcón, Jacob Jenkins, Javier Gonzalez, Mary Adler, Geoff Buhl, Julia Ornelas-Higdon, Kiki Patsch, Stacey Anderson, Lindsay O'Connor, Sonsoles De La Calle, Dana Baker, Blake Gillespie, Neomi Congello, Greg Wood, Kimmy Kee-Rose, Ashley Garcia, Alison Harris, Trina Darakjy

1. Time Certain Presentation

Alumni Engagement Initiatives

Tracylee Clarke shared opportunities for partnering with the Alumni & Friends Association, including alumni panels, networking events, and showcases. Departments like Communication, Art, and Global Studies have developed successful models. The Association can provide outreach templates, planning checklists, and introductions to alumni. Faculty are encouraged to reach out to Tracylee to explore collaborations.

2. Meeting Minutes

Approval of February 13 meeting minutes was deferred.

3. Discussion Items

Instructional Budget and Summer Planning

The School received an apparent WTU increase in instructional budget compared to last year, the Dean's Office is seeking clarity on this. Chairs expressed concern about the timeline regarding communication about the instructional budget. Summer funding appears to have been reduced from last year. Programs were reminded to align their course caps to the academic year offerings and to consider courses that will help them achieve enrollment targets. Chairs asked about summer HIP classes. Dean Hampton noted that a limited number of HIP courses should be offered to ensure that programs achieve summer enrollment targets.

Chair Reassigned Time Review

The Dean's Office is analyzing chair workload and reassigned time using workload formulas from other CSU campuses. Programs that appear under-supported will be reviewed further, though no blanket increases are planned.

Department Equipment Custodians

Chairs were asked to serve as Department Equipment Custodians since they are familiar with instructional equipment in their area exceeding \$1K–\$5K in value. Not all programs have equipment of this type. Computers are tracked separately by the Dean's Office.

Registration Workshops & Admitted Dolphin Day

Concerns were raised about the structure and workload of summer registration workshops. Chairs cited challenges with limited student attendance, unclear expectations, and scheduling demands. Admitted Dolphin Day will feature two classroom sessions this year (there were three sessions last year) that will no longer conflict with tabling. Chairs will be polled on whether they prefer shared or separate sessions. Associate Dean Sanchez will reach out to advising and enrollment management to consult and express these concerns.

4. Chair Items

Campus Phone Discontinuation

Office phones will be removed by the end of May as part of a cost-saving measure due to equipment being at end-of-life. Programs may opt to retain individual phones at a cost of **\$200 per handset** and **\$17/month per line**. MS Teams will replace desk phones as the primary voice service. Classrooms will retain phones, and the university is working to resolve cell service issues in Sierra Hall.

NTTF Office Space

A new faculty office allocation SOP has been approved. Space allocation process based upon this SOP is in progress. The goal is to ensure private or shared offices are assigned equitably. Any moves resulting from allocations will occur over summer break. The Dean noted a request from CHS regarding faculty offices being closer together.

Commencement Planning

Chairs were invited to share final feedback ahead of the Spring ceremony. One final planning meeting remains. The event location may shift to Malibu 100 due to ADA accessibility and space needs.

Agriculture Education Summit

Ruben Alarcon shared that this [summit](#) will be held in the Grand Salon on March 27th and that registration is now open.

5. Informational Items

Chair Elections

Chair appointments (3-year terms) effective Fall 2026 were shared:

- **English** – Kim Vose
- **Public & Global Affairs** – Andrea Grove
- **Anthropology** – Jaime Matera
- **Psychology** – Christy Teranishi Martinez
- **Sociology** – Lindsey O'Connor
- **ESRM** – Kiki Patsch
- **Communication** – Hyunsook Youn
- **Biology** – Ruben Alarcón

Outgoing Chairs were acknowledged: Stacey Anderson, Dana Baker, Kimmy Kee-Rose, Jacob Jenkins, Erich Fleming. Chair elections are ongoing in Math, Computer Science, and Performing Arts.

6. Important Dates

- **Pi Day** – Thursday, March 12, 2026, 12:00–1:00 PM
- **Chill with Phil** – Thursday, March 26, 12:00–1:00 PM
- **Admitted Dolphin Day** – Saturday, April 18, 2026
- **STEAM Carnival** – Saturday, May 9, 2026
- **Honors Convocation** – Friday, May 15, 2026