

## Arts & Sciences Chairs Meeting Minutes

March 24, 2026 | 9:00–10:30 AM | Broome 2533

### Attendees

Dana Baker, Mary Adler, Cameon Harris, Luis Sanchez, Jose Alamillo, Liz King, Jamie Matera, Javier Gonzales, Ruben Alarcon, Jacob Jenkins, Lindsay O'Connor, Heather Castillo, Geoff Buhl, Julia Ornelas-Higdon, Kiki Patsch, Noemi Congello, Greg Wood, Ashley Garcia, Stacey Anderson, Philip Hampton, Alison Harris

### 1. Meeting Minutes

Minutes from the 02/10, 02/24, and 03/10 meetings were approved.

### 2. Discussion Items

#### Associate Dean Search

Donna Flores is chairing the search committee, and a revised timeline is being developed.

#### Instructional Budget and Reassigned Time

Dean Hampton provided an update on the instructional budget and noted that allocations had been updated by Academic Planning & Budget. Updated summer allocations are essentially flat from last year. Dean Hampton noted that in the update budget approximately 40 WTU shifted from academic year to summer. The academic budget which was originally projected to be 100 WTU high from last year dropped by 44 WTU. Approximately 49 WTU are being held in reserve to meet unmet demand and for high-enrollment programs such as Biology, Psychology, and ESRM. Reassigned time allocations are nearly complete, with only 6 WTU remaining. Tools from other CSUs are being used to assess chair reassigned time allocations. Dean Hampton noted there would not be a decrease in chair reassigned time.

#### Enrollment Management

Faculty chairs are not required but are welcome to attend the July first-year registration workshops. Transfer workshops in June benefit from faculty support, especially where articulation agreements are unclear. Faculty can participate asynchronously but are asked to connect with academic advising to receive students' information. There was discussion about how faculty might engage more meaningfully during family tours and Admitted Dolphin Day, including facilities-based experiences (e.g. lab and/or studio tours).

#### Year-End Spending

Faculty with start-up, IRA, or expiring funds were reminded to complete spending by end of April. Delays in the P2P system require early action to ensure processing of new vendors and campus suppliers.

### **Exam Delivery via DASS**

Concerns were raised about past exam delivery through unsecured mailboxes. The Dean will meet with DASS to discuss sustainable, FERPA-compliant procedures.

## **3. Informational Items**

### **Student Fees**

Student fee allocations have been distributed, with approximately \$8,000 remaining. Chairs received memos with their department's allocation. Chairs should strive to spend their allocation this fiscal year.

### **MS Teams Phone Transition**

All phone lines are migrating to MS Teams by May/June. Departments may purchase physical phones for \$200-\$300. All phone lines will continue to cost \$17/month per extension. Classroom and conference room phones will be replaced by the university.

## **4. Important Dates**

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