

Arts & Sciences Chairs Meeting Minutes

July 21, 2026 | 8:00–9:30 AM | Zoom

Attendees

Philip Hampton, Luis Sanchez, Alison Harris, Ashley Garcia, Trina Darakjy, Kiki Patsch, Sonsoles de Lacalle, Lindsey Trimble O'Connor, Julia Ornelas Higdon, Javier Gonzalez, Dana Baker, Kimmy Kee-Rose, Heather Castillo, Jacob Jenkins, Stacey Anderson, Cameron Harris, Mary Adler, Christy Teranishi, Erich Fleming, Kim Vose, Marianne McGrath, Jose Alamillo, Blake Gillespie, Jaime Matera, Neomie Congello, Liz King

1. Meeting Minutes

Minutes from the June 16, 2026 meeting were approved.

2. Discussion Items

Staffing Updates

The ASCII position has been filled by Jingle Mitchell, beginning July 31. The ESRM IST role was filled temporarily, and a permanent search is forthcoming. A request is underway to rehire the AAS analyst role vacated by Carmen Delgado Krebs. A consultant has been hired to support reaccreditation for the MSN program.

Enrollment Update

Summer 2026 enrollment reached 358.9 FTES, surpassing Summer 2025. Fall 2026 enrollment as of July 20 is 2,921 FTES, below target (3,383.7 FTES) and last year's levels. Waivers for low-enrolled courses are due July 24. Approximately a third (32%) of non-S-Factor courses are currently low-enrolled based on the Provost's minima. Chairs are encouraged to monitor waitlists and redirect WTU as needed. Concerns were shared about waitlist access and student advising.

Dual & Concurrent Enrollment

The Oak Park Union School District partnership will be continuing and Santa Paula Unified School District will also be joining this AY. Courses include ETHS 150 and EMEC 101. Concurrent enrollment with VCCCD will allow students to enter CI's BSN program while being admitted to the ADN program.

Welcome-Back Workshops & Chair Onboarding

Mini workshops will follow the welcome-back event covering travel, IRA/RSCA awards, hiring, and guest speakers. Chairs are asked to suggest training priorities/topics for incoming chairs.

3. Chair Items

Website & Schedule of Classes

Chairs noted issues with accessing the Schedule of Classes. Phil and Luis will collect feedback as website updates continue.

Second Bachelor's Degrees

Efforts to boost Second BA enrollments are underway as a way to increase FTES. Dean Hampton indicated he would follow-up with Admissions to re-engage on this topic.

Phone System

There has been no update on Teams phone rollout. Chairs discussed the lack of formal telecommunication policy and shared concerns over use of personal phones for work-related matters.

Funding Transparency

Chairs requested more visibility into available funding sources, in particular facilities funding.

4. Important Dates

- DAA Fall Kickoff: Wednesday, August 19, 8:30 AM–3:00 PM
- A&S Welcome Back: Thursday, August 20, 9:00–11:00 AM
- President's Convocation: Friday, August 21, 9:00–10:30 AM
- Chill with Phil: Sept 10 (1:30–2:30 PM) & Nov 12 (10:30–11:30 AM)
- NTTF Coffee Hour: Sept 24 (10:30–11:30 AM) & Nov 19 (1:30–2:30 PM)
- Fall Open House: Saturday, October 17 (Time TBD)
- Donuts with the Dean: Thursday, October 22, 11:30 AM–1:00 PM