

Arts & Sciences Chairs Meeting Minutes

August 11, 2026 | 9:00-10:30 AM | Zoom

Attendees

Philip Hampton, Alison Harris, Luis Sanchez, Trina Darakjy, Ashley Garcia, Jingle Mitchell, Lindsey Trimble O'Connor, Dana Lee Baker, Geoffrey Buhl, Jaime Matera, Heather Castillo, Hyunsook Youn, Jason Isaacs, Jose Alamillo, Julia Ornelas-Higdon, Kiki Patsch, Kimmy Kee-Rose, Marianne McGrath, Neomie Congello, Stacey Anderson, Liz King, Cameron Harris, Greg Wood, Javier Gonzalez, Sonsoles De Lacalle

1. Meeting Minutes

Approval of the July 21, 2026 meeting minutes was deferred

2. Discussion Items

Staffing Updates

Jingle Mitchell was introduced as the new ASC II for Arts & Sciences. The request to refill the AAS analyst position vacated in June remains pending, and the role may be repurposed as a travel analyst. The Dean's Office is planning for either outcome and may pursue emergency remote coverage if approval is delayed. An ESRM graduate has been hired on an emergency basis for the ESRM IST vacancy, with a permanent search to follow.

Enrollment and Waitlist Update

As of August 9, Fall 2026 Arts & Sciences enrollment was 3,293 FTES against a target of 3,383 and was slightly behind last year's pace. Among students who confirmed intent to enroll, 480 of 699 first-year students (68.7%) and 583 of 813 transfer students (71.7%) had enrolled, leaving 449 new students unenrolled in Arts & Sciences. The updated waitlist query now includes student unit-load, admit type, and admit term. The Dean's Office will send program-level data from the enrollment dashboards. Chairs raised concerns about a broken matriculation link and delayed financial aid notices. Dean Hampton will escalate the link issue. Enrollment shortfalls were noted as a budget risk, with a campus goal of remaining within 10% of our funded FTES target.

Enrollment Outreach and Dolphin Ready

Six Dolphin Ready enrollment session days are scheduled between August 12 and August 19 to support confirmed first-year and transfer students who have not registered. Chairs were asked to indicate their on-call or in-person availability through the shared [spreadsheet](#). Discussion emphasized the need for earlier, more proactive enrollment intervention and identified SB 640 CSU Direct Admission, transfer summits with regional community college faculty, and the October 17 Open House as pipeline opportunities. Dean Hampton will follow up on SB 640.

Budget and Student Fee Updates

Following the elimination of course fees, Arts & Sciences received \$88,830 in consolidated student fee funds for spring. Requests from departments totaled about \$109,000, and

\$87,600 was awarded, and \$85,998 was spent. An estimated \$173,000 is expected for AY 2026-27. The Budget Advisory Committee will review the prior allocation process before fall and spring requests are finalized.

The school absorbed a 1% reduction to non-instructional operations for AY 26-27. Additional budget changes included a decrease in international travel grants from \$2,000 to \$1,800, a possibility that hospitality funding may be eliminated from departments, and student assistant funding remains unclear. The Dean's Office will review year-end finances and develop a proposal to consolidate poster and capstone sessions into one week at the end of each semester to reduce facilities costs. Chairs requested early notification of those dates for planning for their syllabi.

3. Chair Items

Copy Center Transition

Copy Center services are moving off campus to Ventura. The proposed service model includes a 48-hour turnaround and noon deliveries on Monday, Wednesday, and Friday, with daily deliveries during the start of the semester and finals. A central campus drop-off location is being explored. The Dean's Office will distribute service and drop-off details to faculty as soon as possible.

Course Caps and Course Classifications

Chairs raised concerns about the removal of course caps from Curriculog forms and the potential effects of larger class sizes on pedagogy, workload, and learning outcomes. Dean Hampton indicated that PeopleSoft [course classifications](#) establish nominal class sizes while departments retain responsibility for setting pedagogically appropriate caps. Chairs were asked to review classifications with their faculty and flag discrepancies. Incorrect course classifications may affect workload calculations (e.g., S-factor courses). A [Senate policy](#) was shared for further review regarding caps. Course classification materials will be resent. Curriculum forms for new courses, course changes, and new degree programs are due October 1.

IST Communication Devices

Chairs expressed concern that ISTs do not have communication devices, creating safety and operational concerns in instructional spaces. Dean Hampton indicated that he has been working on this matter with Human Resources and that he will follow up regarding this matter.

Title II Accessibility Compliance

Chairs discussed the substantial time and technical burden of making online course materials accessible under Title II, particularly in image intensive and PDF-heavy courses. Discussion distinguished accessibility requirements for materials posted online from individual student accommodations and emphasized the need for clearer institutional guidance and support. The Dean's office will forward the Title II resource email.

Incoming Chair Data Access

An incoming chair reported gaps in access to CI Records, enrollment data, and chair-level dashboards needed for enrollment management. Although PeopleSoft security requests had

been submitted and approved, some data sources may not have been included. The Dean's Office will follow up directly and use any identified gaps to improve access setup for all incoming chairs.

4. Informational Items

Chair Transitions and Fall Preparation

This was the final meeting with the current group of department chairs. Dean Hampton thanked outgoing chairs (Kimmy Kee-Rose, Dana Lee Baker, Jose Alamillo, Jacob Jenkins, Geoff Buhl, Mary Adler, Erich Fleming) and welcomed incoming chairs.

5. Important Dates

- Dolphin Ready enrollment sessions: August 12-19, 2026 (six session days)
- DAA Fall Kickoff: Wednesday, August 19, 2026, 8:30 AM-3:00 PM
- A&S Fall 2026 Welcome Back: Thursday, August 20, 2026, 9:00-11:00 AM
- President's Convocation: Friday, August 21, 2026, 9:00-10:30 AM
- Chill with Phil: Thursday, September 10, 2026, 1:30-2:30 PM, and Thursday, November 12, 2026, 10:30-11:30 AM; Zoom and MDR 2381
- NTTF Coffee Hour: Thursday, September 24, 2026, 10:30-11:30 AM, and Thursday, November 19, 2026, 1:30-2:30 PM; Zoom and MDR 2381
- Curriculum form submission deadline: October 1, 2026
- Fall Open House (Campus Recruitment): Saturday, October 17, 2026; time TBD
- Donuts with the Dean: Thursday, October 22, 2026, 11:30 AM-1:00 PM; SIE Lobby