

Arts & Sciences Chairs Meeting Minutes

August 25, 2026 | 9:00-10:30 AM | Broome 2533

Attendees

Philip Hampton, Luis Sanchez, Trina Darakjy, Alison Harris, Ashley Garcia, Kiki Patsch, Ruben Alarcon, Jaime Matera, Julia Ornelas-Higdon, Cameron Harris, Liz King, Blake Gillespie, Heather Castillo, Neomie Congello, Jason Isaacs, Sonsoles de Lacalle, Greg Wood, Jason Miller, Lindsey Trimble O'Connor, Andrea Grove, Kim Vose, Frank Barajas, Christy Teranishi-Martinez, Hyunsook Youn, Javier Gonzalez

1. Meeting Minutes

Minutes from the July 21 and August 11, 2026 meetings were approved by consensus.

2. Discussion Items

Teams Phone Transition

Lance Grange outlined the transition from the unsupported Cisco phone system to Microsoft Teams Phone. Wave 1 for IT is complete; Wave 2, covering more than 200 individual lines, is targeted for approximately September 14 pending AT&T confirmation, and Wave 3 for shared lines is expected in late October. Teams Phone will support calls through desktop, mobile, web, or a physical phone, with external-caller identification, voicemail transcription, one-time MyCI and Duo setup, and no need to dial 9 for outside calls; classroom phones are already configured for 911 and campus announcements. Physical phones cost approximately \$199 and would need to be funded by A&S departmental budgets if requested. Phone lines cost \$17 per month, and shared-device licenses and phone trees are being evaluated for shared lecturer spaces. Old Cisco phones will be collected at drop-off locations after Wave 2, and users may configure privacy, work hours, and voicemail settings in advance.

Faculty Communication

Dean Hampton asked chairs to share effective practices for communicating with faculty. Examples included regular faculty meetings, Teams channels for forms and running agendas, Zoom summaries, Canvas, and Adobe Sign. Chairs were encouraged to use the method that best fits their department while ensuring important information reaches all faculty, particularly non-tenure-track faculty.

Enrollment Update and Program Outreach

As of August 24, Arts & Sciences enrollment is currently 3,444 FTES, approximately 45 below last year's achieved of 3,455.1 FTES. University enrollment is currently 4,182 FTES compared with achieved 4,246.6 FTES for Fall 2025. Summer enrollment exceeded target at 476 FTES compared with 445, while first-year enrollment was stronger than last year and transfer enrollment remained lower. Yield among confirmed students was 68.7% for first-year students and 74.8% for transfers. The Chancellor's Office funded target is 5,482 FTES, and the campus needs roughly 800 additional FTES to reach approximately 4,989, or within about 9% of that target. Chairs emphasized earlier, program-specific outreach to

prospective students; the Dean's Office will work to adjust Slate messaging. Associate Dean Sanchez will provide weekly section enrollment updates during November when spring registration begins and then provide daily reports in December to assist with any schedule adjustments.

Dual Enrollment Expansion

Dean Hampton described dual enrollment as an enrollment-growth and community-pipeline strategy, building on successful Mathematics offerings at Oak Park High School. Santa Paula Unified has secured ETHS 150 for approximately 30 students and EMEC 101. Chairs were asked to identify additional courses by mid-September through the distributed sign-up sheet. Two instructional models are available: a CI faculty member teaches at the high school with a high school co-instructor supporting classroom management, or a credentialed high school teacher approved by the department teaches the CI course. The cited per unit tuition rate was \$77 per unit. Faculty need to complete Live Scan and TB testing requirements and be willing to teach at the school site. Dual enrollment sections count toward FTES and faculty entitlements. The Dean's Office will augment WTU costs. Follow-up is needed on SRT evaluations, office hours, and sustainable funding for faculty clearance requirements.

Second Bachelor's Degree Program

Approximately 16 degree programs expressed interest in participating in the Second BA initiative. The pathway is intended for students who already hold a bachelor's degree and meet a 2.5 GPA minimum. Participating departments must map admitted students' prior coursework to remaining degree requirements and establish a clear completion pathway, which will consist of major and residency requirements. Participating departments must map admitted students' prior coursework to remaining degree requirements and establish a clear completion pathway, which will consist of major and residency requirements. Dean Hampton will circulate the final program list, and chairs whose programs are not yet included were asked to respond promptly.

Staffing Updates

Jingle Mitchell has joined Arts & Sciences as the new ASC II. The analyst replacement was approved and recruitment was expected to post that week, while a temporary DMT Technician III position and the permanent ESRM technician position were also moving forward. Seven analysts are currently supporting departments, with coverage adjustments in place and an eighth analyst hire being pursued. Chairs with questions about analyst assignments should contact Trina Darakjy or Alison Harris.

Guest Speakers and Procure-to-Pay Process

Trina Darakjy reviewed the new procure-to-pay process (P2P) for paid guest speakers, casual workers, and independent contractors. All paid guests must be established as suppliers and complete HR and system onboarding before payment, requiring at least three to four weeks of lead time. Faculty should contact their department analyst as soon as possible to begin the process. Flat-rate service payments are no longer permitted, hourly rates must be used, and gift cards are not an acceptable workaround because they are taxable. Supplier IDs generally remain active for future engagements, but guests must complete the Jaeger onboarding email promptly to avoid delays. The Dean's Office resource

center is available for requests, and staff will explore a tutorial or screenshot guide for the onboarding process.

3. Chair Items

AI Tools and Academic Use

Faculty are not required to incorporate AI tools, and course-level use remains within instructor discretion and academic freedom. Faculty were encouraged to communicate clearly with students about permitted uses and the possibility that tool access could change. Chairs raised concern about the stability and usage limits of the CSU's OpenAI agreement, particularly for courses redesigned around AI; the Dean's Office will seek clarification on the future availability and limits of the system's ChatGPT access.

Name Tags and Business Cards

Name tags will display names only and will not include academic degrees under the division standard. Errors, including incorrect preferred names, will be replaced at no cost, and non-tenure-track faculty will be included in the next ordering cycle. Business cards may include degrees and titles; sign-up information and a survey will be distributed by email.

4. Informational Items

Spring Schedule of Classes

The Spring 2027 schedule is due to the Dean's Office for review by October 2 and must be entered in PeopleSoft by October 5. Schedule publication is scheduled for October 30 and student registration begins November 10. Chairs were asked to begin schedule development as soon as instructional budget targets are distributed. The schedule will be built in Google Docs this cycle, with a transition to Airtable planned for future terms, and changes after publication will require Associate Dean Sanchez's approval. Weekly enrollment updates will be provided during registration and daily reports in December.

5. Important Dates

- 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
- Student Success Initiative Forum: Friday, September 11, 2026, 1:00-3:00 PM; Del Norte 1500 and Zoom
- 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
- Spring schedule: Dean's Office review by Friday, October 2; PeopleSoft entry by Monday, October 5; publication Friday, October 30; registration begins Tuesday, November 10
- 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
- Campus Experience for A&S Prospective Students: Saturday, November 14, 2026; details TBD