Arts & Sciences Chairs Meeting Minutes

September 22, 2026 | 9:00-10:30 AM | Broome 2533

Attendees

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

1. Meeting Minutes

Minutes from the September 8, 2026 meeting were approved by consensus.

2. Chair Items

Marketing New Academic Programs

Chairs discussed the need for clearer academic program marketing, noting that Extended University has dedicated promotion while stateside programs have less centralized support. Dean Hampton suggested that Chairs/ departments, as opposed to DSA staff, were best positioned to prepare concise, department-approved program highlights for recruitment purposes. Chairs suggested a structured template or interview format to make the request consistent. The Dean's Office will explore available marketing support with Enrollment Management.

Deadlines for Chairs

Chairs noted a growing number of overlapping deadlines, including PPC reviews, sabbatical applications, class scheduling, and curriculum work. They requested a shared annual calendar that clearly identifies due dates, submission locations, and major recurring responsibilities. A more staggered schedule was suggested to reduce competing demands. Dean Hampton will elevate the request for a centralized deadline calendar and aligned timelines.

3. Discussion Items

Rebrand Assets

The campus continues transitioning to new brand assets, including memo templates, email signatures, electronic letterhead, and website materials. Departments may add identifying text beneath the standard logo rather than receiving separate department letterhead. As part of the rebrand process, the Dean's Office has requested replacement tablecloths. Business card ordering information is forthcoming.

Budget Advisory Committee Update

The Budget Advisory Committee reviewed consolidated course fee requests totaling $222.9K against $173.2K in available funding. Some department requests appeared to cover only fall rather than the full fiscal year, so chairs should confirm their intended requested

funding period with Trina Darakjy. General fund allocations are still being finalized, with a new approach intended to better reflect historical spending patterns and actual department needs. Chairs also raised concerns about rising equipment and material costs and the long-term sustainability of the current flat student-fee model.

2-Year Course Rotation

Chairs were asked to continue to work on the two-year course rotation which is due October 31, 2026. An Excel template will be distributed to chairs, with the goal of eventually importing the data into Airtable and making the rotation visible to students on the website. The launch version will focus on course offerings and general education rather than time of day or modality. Cross-listed courses should be listed by the department offering and funding the course. Dean Hampton and the Student Centered Scheduling group will hold biweekly Friday office hours from 1:00-3:00 PM for departments that want to discuss their two-year course enrollment.

Course Classification Caps

Chairs discussed revisions to course classifications, S-factor designations, and caps. Rather than reopening individual Curriculog forms to change course classifications, the Dean's Office is exploring a memorandum process that allows departments to propose course classification changes with review by the Dean/ Provost. Once approved, the changes would be made in PeopleSoft by staff. Chairs should review current classifications carefully and identify needed corrections, ideally before the February annual schedule build. Classroom capacity remains a concern, particularly for sections above 30 students, because many existing rooms cannot accommodate larger enrollment targets.

Spring Schedule Review

The spring schedule review deadline is Friday, September 25. Chairs should email Luis Sanchez to confirm their schedules reflect the current proposed spring schedule and review Schedule Planner for accuracy for Fall 2026. Schedule review will also consider WTU targets and projected FTES. The Airtable planner includes a seated-final-exam indicator that is not yet available in the Google Sheets version; chairs were encouraged to opt in to a seated final when appropriate. Luis will follow up with Rebecca regarding final-exam room logistics.

Fall Open House: Saturday, October 17

Fall Open House is scheduled for Saturday, October 17. Academic programs are asked to be available from 9:45 AM to noon. Programs may participate through options such as sample lectures, lab tours, or equipment demonstrations. Additional instructions will be distributed to academic programs.

4. Informational Items

No additional informational items were discussed.

5. Important Dates

A&S Events

- 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
- Donuts with the Dean: Thursday, October 22, 2026, 11:30 AM-1:00 PM; SIE Lobby

Enrollment Events

- Fall Open House (Campus Recruitment): Saturday, October 17, 2026; academic programs available 9:45 AM-noon
- Campus Experience for A&S Prospective Students: Saturday, November 14, 2026; details TBD
- Admitted Dolphin Day: Saturday, April 17, 2027

Important Deadlines

- Spring Schedule Review: Friday, September 25, 2026
- Curriculum Submission Deadline: Thursday, October 1, 2026
- CSUCI Homecoming Week: Monday, October 5-Saturday, October 10, 2026