

Arts & Sciences Chairs Meeting Minutes

September 8, 2026 | 9:00-10:30 AM | Broome 2533

Attendees

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

1. Meeting Minutes

Minutes from the August 25, 2026 meeting were approved.

2. Time Certain Presentation: Jaqueline Connell: New Scheduling Platform

Jaqueline Connell demonstrated Airtable as a new planning and budget-tracking tool for course scheduling. The platform brings together catalog data, faculty appointment/pay information, PeopleSoft schedule/room location, and FTES enrollment information. It can also support forecasting and AI-assisted review of potential course conflicts. Several A&S programs expressed interest in piloting Airtable for the Spring 2027 build, while the remaining programs will continue using Google Sheets during the pilot. The new planning process will place greater emphasis on dollar-based instructional budgeting, faculty cost data, and FTES forecasting.

The new scheduling approach is intended to make two-year course rotations more visible and easier to evaluate. Beginning in February 2027, departments will build Summer, Fall, and Spring schedules together as an annual cycle. This will allow students registering in April to see a broader view of upcoming course offerings. A two-year rotation forum and hands-on scheduling workshop will be held Friday, September 11th from 1:00-3:00 PM.

3. Discussion Items

Enrollment Updates

University enrollment was reported at 4,196 FTES, with Arts & Sciences at 3,449 FTES. The campus planning target discussed was 4,195 FTES, while the Chancellor's Office funded level is substantially higher at approximately 5,483 FTES.

Spring Schedule Build

Spring schedules are due to the Dean's Office for review by October 2, with the Dean's Office final review targeted for October 5. Chairs were encouraged to submit schedules early so there is time to resolve issues before publication. Faculty should review spring classroom assignments by December 18th to ensure assigned spaces are pedagogically appropriate. Dedicated and preferential room considerations will continue to be part of the classroom assignment process.

Large Section Guidance

Updated Provost's Office guidance modified reassigned time for large sections. Courses with enrollment between 90-119 students will receive two units of reassigned time, while sections of 120 or more students will receive three units. This guidance only applies to 3 unit classes. The change is intended to align CSUCI more closely with practices at other CSU campuses. Departments should plan for the new thresholds when developing their schedule of classes.

Dual Enrollment

Dual enrollment discussions are continuing with local school districts, including Santa Paula, Oxnard, and Ventura. Scheduling requirements include meeting twice per week and satisfying Carnegie-hour expectations. The dual enrollment schedule will be built separately from the regular Spring schedule. These offerings are expected to be funded through augmentation rather than the regular instructional budget, following the model used for the Oak Park Mathematics partnership.

NTTF Teaching Observations

Chairs were asked to help coordinate required teaching observations and peer evaluations for Non-tenure track faculty sometime in the fall semester. Faculty generally require an observation once during the applicable contract period, while faculty on one-year appointments may require annual review. Please consult with FASE on which Non-tenure track faculty require an observation. Please coordinate with your NTTF on scheduling observations this fall semester.

Travel SOP

A revised travel standard operating procedure is forthcoming. Dean Hampton will follow up after the topic is discussed with Division of Academic Affairs leadership.

Website Updates

Routine website updates can continue through approved ECHO-CI editors, and the Dean's Office can assist with limited quick fixes. Larger problems, such as broken links or more extensive site changes, may need to be submitted as support tickets. Faculty biographical information should be updated through the Faculty Biographies tile in MyCI. Information about current website editing access is being collected so departments know who has access to make routine changes.

4. Informational Items

Faculty Advisor Training

Faculty Advisor Training is scheduled for Friday, September 11.

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
- CSUCI Homecoming Week: Monday, October 5-Saturday, October 10, 2026
- Spring schedule: Dean's Office review by Friday, October 2; final review by Monday, October 5; classroom assignment review by Friday, December 18
- 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