

College of Arts and Letters
Council of Chairs Meeting
Thursday, January 29, 2026

- I. Approval of Summary Notes for the 12/11/2025 Meeting
- II. Checking in With Chairs (All)
- III. Student Assistant Hiring Process (Mihaela and all)
- IV. Classroom Visitations (Diana)
- V. Reminder on Vacation/Sick Time Request on Cal Sign and CHRS (RC)
 - i. Data Security: Physical Security and Unintended Disclosures (Module 2), was assigned to many employees in the last week and will be reflected in reports moving forward
 - ii. It is part of the broader *Data Security & FERPA* curriculum
- VI. CHRS Time Management Approval for Faculty and Staff (Diana)
- VII. Noncompliance Report as of 1/27/2026 (see attached)
- VIII. Spring 2026 Enrollment (Parastou)
- IX. CAL Alumni Panel Discussion (Parastou)
- X. Budget: All Funds Approach (Michelle & RC)
- XI. Revised Guidelines for Online Teaching (RC)

<https://www.csusb.edu/cal/faculty-staff/resources>
- XII. Additional Items