

**College of Arts and Letters**  
*Council of Chairs Meeting*  
Thursday, November 20, 2025  
University Hall 237 | 1 PM

**Attendees:** Rueyling Chuang, Kaitlyn Creasy, Dany Doueiri, Parastou Feiz, Michelle Fuller, Katherine Gray, Mihaela Popescu, and George Thomas.

**Absent:** Jessica Luck and Matthew Poole.

- I. **Approval of Summary Notes for the 11/06/2025 Meeting**
- II. **Friendsgiving Lunch:** Dean Rueyling Chuang reminded Council that there will be a Friendsgiving Potluck for Staff and Chairs on Friday, November 21, at Noon in UH 237.
- III. **Teams Phone:** Dean Chuang and Diana De La Cruz, Executive Assistant to the Dean, provided an overview of the Team Phone migration project. Further information and support can be found on the following webpage: <https://www.csusb.edu/its/support/telephone-services/teams-phone>. Council may also contact Alysha Timmons, Information Consultant for the Multimedia Lab, who is part of the migration team, for questions.
- IV. **CSU Buy Project:** Dean Chuang reviewed the CSU Procure-to-Pay (CSU P2P) portal which is scheduled to go live on February 01, 2026. This new system will affect how departments purchase items and services, including independent contractors. Dean Chuang has invited Jay Wood to the next Council meeting to further discuss the project. Links for reference:
  - <https://solutions.sciquest.com/apps/Router/ShoppingDashboardUserDetails?tmstmp=1763541676162>
  - <https://www.csusb.edu/procurement/csubuy>
- V. **CourseMatch:** Michelle Fuller, Financial and Administrative Analyst, provided CourseMatch revenue totals for each department. Council discussed how the funds could be utilized at length. Dean Chuang reminded Chairs to please use funds before May 2026.
- VI. **Last Spring Orientation:** Dr. Parastou Feiz, Associate Dean, shared orientation information with Chairs. The council raised concerns about students attending orientation who are not registered in the system, which prevents them from enrolling in the correct courses. Dr. Feiz will bring this issue up to the orientation team.
- VII. **Spring Enrollment and Unenrolled Students:** Dr. Feiz shared enrollment statistics, reporting that the University is at 95% of its target for the semester and 79% for Spring 2026, both figures being better than the previous year. She mentioned that 119 new transfer students have registered for

orientation, with many waitlisted for various courses, and will send a spreadsheet with their student IDs and waitlist information.

- VIII. List of Courses Appropriate for High School University Program:** Dr. Parastou Feiz shared a list for departments to list courses that are appropriate to be offered for the High School University Program (linked below). Council addressed issues with instructor screening, noting that some instructors lack proper qualifications. Council also discussed curriculum approval processes and the use of AP/IB classes as an alternative to college-level courses.
- <https://docs.google.com/spreadsheets/d/1JGtSUJX8MDqqJsBclphTC9uS407BZ5oDcQmM7j5M9g/edit?pli=1&gid=0#gid=0>
- IX. Tabling at Recruitment Events:** Dean Chuang shared that the Enrollment Management Department will be initiating new recruitment efforts that will allow four faculty members to serve as College Ambassadors. The faculty ambassadors will do outreach to admitted and unenrolled students after training in late January, including contact and support for recruitment and onboarding. The CAL faculty ambassadors are Raisa Alvarado, Dany Doueiri, Jessica Getman, and Sunny Hyon.
- X. Federal Grand Policy Regarding Indirect Cost:** Dean Chuang discussed changes to indirect cost rates, noting that while some campus units may face increases, the arts and humanities typically request lower rates to maximize funding for programs and faculty stipends. She viewed the recent memo from the Chancellor's office as a positive development, as it allows for more direct cost allocation and reduces the ability to redirect funds. Dean Chuang expressed concern about the limited funding reaching the college after various administrative cuts and suggested that faculty might be discouraged from pursuing grants due to these challenges.
- XI. Ideas for Thriving Our Arts & Humanities Programs in the Age of AI:** Council discussed the potential for integrating AI tools into the curriculum, focusing on oral communication and critical thinking courses. She proposed using a faculty learning community approach to implement AI, suggesting that the Provost's office could provide funding for a college-level initiative rather than individual departments. Council spoke about this topic at length.

***Meeting Adjourned***