

**College of Arts and Letters**  
Council of Chairs Meeting  
Thursday, January 29, 2026  
University Hall | 1 PM

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

- I. **Approval of Summary Notes for the 12/11/2025 Meeting**
- II. **Student Assistant Hiring Process:** Council discussed student hiring processes and the need for Department Chairs to have better visibility into student assistant appointments, particularly for IRA and trust fund positions. Michelle Fuller, Administrative and Budget Analyst, explained the hiring process and stated that the current system lacks transparency, with Department Administrative Support Coordinators (ASCs) handling most of the process and chairs often being informed only after hiring occurs. It was suggested that chairs obtain a list of active student assistants and their supervisor on a semester basis from their ASC. Michelle will also discuss with Student Employment the possibility of having Chairs sign off on Student Assistant Employment Forms instead of the Dean.
- III. **Classroom Visitations:** Diana De La Cruz, Executive Assistant to the Dean, shared that classroom visitation information is due on Wednesday, February 11. Please forward the information by the deadline to get timely approval from the College Evaluation Committee.
- IV. **Reminder on Vacation/Sick Time Request on CAL Sign and CHRS:** Dean Rueyling Chuang discussed with Council vacation time policies, noting that Chairs must use their vacation hours or risk forfeiting them (if there is overage), and emphasized the importance of marking time off on the CAL Sign database.
- V. **CSU Non-Compliance Report:** Dean Chuang also addressed the non-compliance report regarding training completion for student assistants, tenure-line faculty, and lecturers. She stated that those who haven't completed the training should be informed or reminded by their supervisors. She also mentioned that student assistants who have completed the training will have their records updated by Sara Garcia, the Staff Development Program Specialist.
- VI. **Spring 2026 Enrollment:** Dr. Parastou Feiz, Associate Dean, reported that spring enrollment was at 99% of target, with SBS at 94.99% and the entire campus at 94.8%. She highlighted a 17.5% increase in total student enrollment compared to the previous year.
- VII. **CAL Alumni Panel Discussion:** Dr. Feiz also discussed an upcoming alumni panel discussion, which will be funded by strategic funds and held in late March. Please let Dr. Feiz know if you have any alumni who would be interested in participating.

- VIII. **FMLA Paperwork:** Dean Chuang and Michelle Fuller reminded Council to please forward any FMLA paperwork to the college office to make sure time is processed correctly.
- IX. **Budget:** Dean Chuang and Michelle shared the *All Funds Approach* (from Academic Affairs), which will be used to cover the college's expenses. The Council discussed this issue at length. Michelle mentioned that the college received some O&E funding; however, those funds will be allocated to other college expenditures.
- X. **Revised Guidelines for Online Teaching:** The group also discussed revised guidelines for online teaching, where tenured faculty could teach up to 50% of their workload online, and addressed changes to faculty accommodation processes, with Employee Labor Relations now handling ADA requests. <https://www.csusb.edu/cal/faculty-staff/resources>

***Meeting Adjourned***