

College of Arts and Letters
Council of Chairs Meeting
Thursday, February 12, 2026
University Hall 237 | 1 PM

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

Absent: Kaitlyn Creasy and Katherine Gray

- I. **Approval of Summary Notes for the 1/29/2026 Meeting**
- II. **1:00 Time Certain – 3rd Annual Arts and Humanities Career and Internship Fair:** Dr. Sunny Hyon and Dr. Brian Heisterkamp shared that the annual Arts and Humanities Career and Internship Fair will be taking place on Tuesday, April 21, from 11 am to 2 pm. Sunny and Brian shared that faculty have been helpful by incorporating student attendance to the fair as part of the syllabus/assignment. This greatly improved student attendance last year. The fair is for CAL students, but students from other colleges are also welcome. Please inform Sunny and Brian about the organizations that are interested in attending the fair. Brian also mentioned that there will be workshops designed to help train and assist students in speaking with employers, following up, and more. If you have any questions regarding the fair or the organizations, please reach out to Sunny and Brian.
- III. **Mid-Year Budget Projections:** Michelle Fuller provided budget projections for the mid-year period from July to December 2025, focusing on the General Fund Operating Budget. The chairs engaged in an extensive discussion regarding these mid-year projections. Additionally, the part-time budget is currently in a deficit, which includes a rollover deficit from the previous academic year.
 - a. **Follow-Up on Student Assistant Approval Workflow:** Chairs are not allowed to be approvers; this responsibility must fall to a Management Personnel Plan (MPP) member.
- IV. **Enrollment & Class Sizes:** Dr. Parastou Feiz, Associate Dean, shared a report that reviews the average class sizes, noting that the class cap is set at an average of 30.25. Dr. Feiz provided the average class size and capacity per discipline in CAL for Spring 2026, along with information regarding curriculum and accreditation needs. Actual enrollment for all sections in Spring 2026 is approximately 22 students per section, including numbers for supervision courses. Please inform Dr. Feiz if you would like to add anything further to the report. Additionally, Dr. Feiz mentioned the need to clarify faculty workload and equity within the department; this is not a formal policy but rather a topic for discussion.

- V. General Education Minors:** Dr. Jessica Luck, the Department Chair for English, reported that the General Education (GE) committee addressed the issue of low enrollment in GE minors, noting that only seven students have completed a minor in the past three semesters. Council discussed the possibility of either discontinuing these minors or streamlining the options. Council agreed that the minors were not being effectively advertised or advised, and that there were insufficient resources to manage them. The council engaged in extensive discussion on this topic.
- VI. CourseMatch Money:** Dean Rueyling Chaung provided the enrollment details for the Spring 2026 CourseMatch courses. She mentioned that the exact funding amount has not yet been determined, as it depends on how much will be taken for Academic Scheduling. While AB 386 allocates Full-Time Equivalent Students (FTES), it does not provide any funding. It is necessary to have at least one student enrolled in CourseMatch to receive funding.

Meeting Adjourned