College of Arts and Letters
Council of Chairs Meeting
Thursday, September 04, 2025
1 PM | University Hall 237

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 8/14/2025 Meeting**

II. **GE Committee Update and College Curriculum Committee:** Dr. Jessica Luck, Chair of the Department of English, provided updates from the GE Committee meeting. Council discussed effective strategies for proposing courses to new categories and explored opportunities for department collaboration, especially for interdisciplinary offerings. Council also discussed the process of consultation with other colleges and departments when planning cross-listed or thematically related courses.

Dr. Parastou Feiz, Associate Dean, shared that the College Curriculum Committee will be meeting the week of September 22nd (*meeting has been scheduled for Thursday, September 25).* She asked Chairs to please submit any curriculum forms for the committee to review by Friday, September 19.

III. **Memorandum from the Provost:** Council discussed concerns regarding the Provost's message and the timing of its release to faculty. Dean Chuang informed the Chairs that they may share the message with their faculty. While the memorandum included several action items, the following was discussed in detail:

a. **Course Enrollment Limits:** Council shared concerns about the Minimum Enrollments to Run a Course and the limited rooms that may occupy the increased caps. Concerning this issue, Dean Chuang has implemented a Google Form that asks Chairs to submit a *Class Scheduling & Enrollment Limit Exemption* if they run into room occupancy issues. The form is located in the *CAL Chairs Google Shared Drive.*

IV. **Internship-to-Career Opportunities:** Council discussed creating a framework for internship-to-career opportunities for students. The importance of collaborating with the community and businesses was emphasized to identify organizations that align with the major curriculum and goals. Council recognized the *Pathways to Success* website as a valuable resource that houses internship opportunities available both on and off campus*. Pathways to Success* Internship page linked here: https://www.csusb.edu/pathways-success/internships/looking-internship.

V.   **Unit Loss in Area 3:** Dean Chuang shared that some CSU campuses, like San Jose State University, have been more proactive in addressing the aftermath of IGETC by creating college-level courses to replace lost units. Dean Chuang proposed creating a 1-unit course focused on career readiness and graduate school preparation, which would be optional rather than mandatory. The course would be designed to help students in their final semesters, particularly transfers, with specific units dedicated to career guidance and graduate school applications. Council discussed that a 3-unit course might be preferable, and the course could be housed in the CAL course selection. Council will continue to discuss this idea in future meetings.

VI.   **Common Human Resources System (CHRS):** Michelle Fuller, College Administrative and Budget Analyst, shared that she will be coordinating a meeting with the CHRS Project Director to discuss Chair approval issues within the CHRS system.

VII.   **Enrollment Updates:** Dr. Parastou Feiz, Associate Dean, provided a handout that contained current enrollment updates for CAL (as of September 04, 2025). Handout shows: FTES per College, FTES by Department, and FTES % Change vs. Fall 2024.

VIII. **Classroom Visitation Information:** Diana De La Cruz, Executive Assistant to the Dean, shared that visitation information for Fall 2025 is due on Tuesday, September 09.

IX.   **Monthly Department Highlights:** Diana reminded Council to please submit Department Highlights by Wednesday, September 10. The template can be found on the *CAL Chairs Google Shared Drive > CAL Monthly Reports > Monthly Reports AY 2025-2026 > August/September 2025.*

Meeting Adjourned