

College of Arts and Letters
Council of Chairs Meeting
Thursday, September 18, 2025
1 PM | University Hall 237

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

Absent: Katherine Gray

- I. **Approval of Summary Notes for the 9/3/2025 Meeting**
- II. **1:00 Time Certain | Dr. Tom Long, Ethnic Studies Proposal:** Dr. Tom Long joined council to discuss General Education (GE) course offerings for Ethnic Studies (ES). He informed council that the updated GE requirements for the Ethnic Studies area now offer more flexibility, allowing courses to focus on any U.S.-based ethnic group without requiring all four traditional pillars (African American Studies, Asian American/Pacific Islander Studies, Latina/o Studies, and Native American Studies). Proposed courses must be lower-division (1000–2000 level) and cross-listed with Ethnic Studies; if at the 2000 level, they should be structured as seminars. In-person teaching mode is strongly encouraged due to high DFWI rates in ES courses. All proposals must align with GE Learning Outcomes (GLOs) and ES Student Learning Outcomes (SLOs). Departments proposing a course should forward the information to Dr. Long for him to consult with the ES faculty and review the syllabi. Proposals should be submitted before the upcoming college GE deadline. Courses should also be offered at least once a year. If any departments have any questions, please contact Dr. Tom Long.
- III. **Department Evaluation Committee:** Dean Rueyling Chuang asked Chairs to please forward Diana De La Cruz, Executive Assistant to the Dean, the names of faculty members who will be serving on their Department Evaluation Committee. This will help to determine who is eligible to serve on the College Evaluation Committee.
- IV. **CCC Committee Update:** Dr. Parastou Feiz, Associate Dean, shared that the College Curriculum Committee will be meeting on Thursday, September 25th, to review GE forms. Please refer to Dr. Feiz’s email for more information and upcoming committee meeting dates.
- V. **Enrollment Update & Student Success Showcase:** Dean Chuang and Dr. Feiz shared that they will be presenting at the Provost’s Student Success Showcase. Dr. Feiz requested that Chairs send her details of any student success initiatives from their departments to include in the presentation.

Dr. Feiz also distributed a handout with college enrollment updates as of September 18, 2025, which included FTES by College, FTES by CAL Department, and a comparison of FTE percentages.

- VI. Class Visitation Update & Additional Housekeeping Items:** Class Visitation Update & Additional Housekeeping Items: Diana reminded Chairs to forward all Classroom Visitation information directly to her. She also announced that the college will host *Chill, Coffee, & Bagel*, a staff social, on Friday, September 26th, at 10 AM. Bagels and coffee will be served.
- VII. Budget:** Michelle Fuller, Financial and Administrative Analyst, shared Full-time Faculty and Part-time Lecturers Salary Comparisons. The council had an in-depth discussion on this topic.
- VIII. Provost's Directive – Instruction Mode:** Dean Chuang shared that the Provost sent a reminder that faculty may not change the mode of instruction. Chairs were asked to refer to the email sent by Dean Chuang on September 15th for further information.

Meeting Adjourned