

**College of Arts and Letters**  
Council of Chairs Meeting  
Thursday, October 9, 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 9/18/2025 Meeting**
- II. **University Budget Advisory Committee (UBAC) Financial Report:** Dean Rueyling Chuang shared the UBAC report with council, highlighting and discussing the projected deficit of about \$12 million (university-wide), with Academic Affairs currently being \$10 million over budget. Council discussed the budgetary concerns and the mitigation of the deficit. Dean Chuang also discussed the impact of a potential federal shutdown on student financial aid and university operations. Council discussed the university's budgetary issue at length.
- III. **Spring Orientation Dates:** Dr. Parastou Feiz, Associate Dean, shared the Spring 2026 Orientation dates. She provided a handout with dates and orientation mode (on-campus and virtual options available). Dr. Feiz emphasized the importance of having Chairs or faculty present, as they know most of the department and program details. Please let Dr. Feiz know who your department's representative will be.
- IV. **Grand Terrace High School:** Dean Chuang shared that the college was invited to attend the Grand Terrace High School College Week event. The college will present for about an hour on department programs and hold a Q&A session. The event will take place on Friday, October 10, 2025, at 11 AM. Once you arrive on campus, please make sure to stop by the Administration Office for a badge.
- V. **Curriculum Committee:** Dr. Parastou Feiz informed Council that the University Curriculum Committee will be meeting later than originally scheduled, which will push the college submission deadline to Monday, October 13. The Curriculum Committee will be meeting on Wednesday, October 15, and Wednesday, October 22, to review department forms.
- VI. **CSUSB Homecoming:** Dean Chuang reminded Council that CSUSB Homecoming will be taking place on Saturday, October 18, with department tabling scheduled from 2 pm – 5 pm. Dean stated that if your department has not signed up for tabling yet, please bring your own table. The college office has 2 that are available, if needed.
- VII. **General Education (GE) Submissions:** Dr. Jessica Luck, Chair of the English Department, and the CAL GE Representative, shared that the upcoming GE committee meeting is scheduled on Friday, October 10<sup>th</sup>, from 9 am– 10 am, via Zoom. Dr. Luck also presented Council with the list of courses scheduled for review and noted that it would be helpful for representatives from departments with

courses under review to be present, in case any questions arise. She also noted that if a course is not approved, departments will have the opportunity to make revisions and resubmit it for review.

**VIII. Moratorium on GE Area 3 (Arts and Humanities) Courses:** Dean Chuang stated that any new submissions for GE Area 3 made after the upcoming GE Committee meeting will be denied. The Dean also presented current data, noting that there are currently:

- i. 11 courses for LD 3A: Arts
- ii. 37+1 courses for LD 3B: Humanities
- iii. 59+3 courses for UD-4: Arts & Humanities

This list includes new courses currently being proposed. Council discussed the possibility of reconsidering some of the courses and removing those that have not been taught in the past few semesters.

**IX. Winter Intersession 2026:** Dean Chuang advised against developing courses for the winter intersession due to financial constraints and recommended focusing on summer sessions instead. Each FTE is estimated to cost approximately \$6,900, which results in financial losses for departments during the regular academic session.

**X. CourseMatch Fall 2025 & Spring 2026:** Dean Chuang shared the estimated amounts that departments will receive from their CourseMatch courses for Fall 2025. Michelle Fuller, College Financial & Administrative Analyst, will work with the Chancellor's Office to receive and transfer funds to the departments.

If departments would like to propose a course in Spring 2026, please send the course information to Dean Chuang and Diana. CourseMatch course requirements are online-asynchronous, DFWI at 15% percent or lower, and the instructor teaching the course must have received online teaching training. For the upcoming term, Academic Scheduling will be submitting courses. If you would like more information on CourseMatch, please visit the following webpage:

<https://www.csusb.edu/academic-scheduling/academic-resources/coursematch-program>.

**XI. Spring 2026 Enrollment Limits & Course Cancellation Guidelines:** Dean Chuang shared that, based on the Provost's enrollment limit set for Spring 2026, a minimum enrollment of 20 is required for a class to proceed. Dean stated that courses with enrollment of 14–15 students may still move forward with no Course Exemption Form entry required. Further information to come.

***Meeting Adjourned***