College of Arts and Letters
Council of Chairs Meeting
Thursday, November 6, 2025
1 PM | University Hall 237

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

I. **Approval of Summary Notes for the 10/23/2025 Meeting.**

II. **Class Cancellations:** Dean Rueyling Chuang informed Council that course cancellations for Spring 2026 will take place in the first week of January (01/03 - 01/07), specifically with January 5th as the target deadline. This timeline will provide both Michelle Fuller, Administrative and Finance Analyst, and Diana Nieto-Godinez, College Specialist, with enough time to process lecturer contracts.

III. **Budget:**

   a. **Continuing Education Revenue Fund (CERF) -> Professional and Continuing Education (PaCE):** Michelle informed Council that the PaCE funds are now allocated in the General Fund (in SB001 Class Code). She reviewed the process by which funds are allocated to the college and its departments, along with their totals. The funds may be used to support and develop instructional programs. Dean Chuang stated that departments should plan to use PaCE funds by May 2026.

   b. **College Deficit:** Michelle announced that Academic Affairs has created a mitigation plan to handle the deficit for all colleges. She stated that the positive and negative net is now housed at the Academic Affairs level. This means that the college will start with $0. Council discussed this topic at length.

IV. **Tracking Purchase Orders and Student Timesheets:**

   a. **Procurement:** Michelle reminded Council to please have Administrative Support Coordinators (ASCs) follow up on open Requisitions and pending Purchase Orders to assist in processing payments to vendors promptly.

   b. **Student Payroll:** Diana De La Cruz, Executive Assistant to the Dean, reminded Council that departments should submit student timesheets on time to prevent any payment delays.

V. **Tabling Event at Crafton Hills:** Dr. Parastou Feiz reminded Council of the tabling event taking place on November 18th, at Crafton Hills Community College from 9 am - 12 pm.

VI.   **Orientations & DFWI Rates:** Dr. Feiz presented data on DFWI Rates for the past two years, highlighting sections with rates above 25% and 35%. She noted that most instructors in these high-rate classes were non-tenure-line faculty and discussed how online asynchronous courses, particularly Writing-Intensive courses, are experiencing issues with AI usage with students. Council raised concerns about the need for campus-wide policies regarding AI use in courses, as well as strategies to address high DFWI rates in online asynchronous classes, particularly for general education requirements.

VII.   **CourseMatch Submissions & Approvals for Spring 2026:** Dean Chuang informed Council that 13 proposed CourseMatch courses were accepted for Spring 2026. The approved courses are CAL 1500, COMM 1006, COMM 1007, COMM 3332, ENG 1120, ENG 3000, MUS 1800, PHIL 1005, PHIL 3010, PHIL 3013, ARAB 2900, ARAB 3900, and SPAN 3900. Dean Chuang noted that the total amount of funding for CourseMatch courses will be determined by student enrollment in each course.

VIII.   **Online Teaching Training:** Dean Chuang asked Council to please encourage faculty to complete Online Teaching Training offered through the CSU system to be eligible to teach CourseMatch courses. Faculty can sign up using the training portal link: https://ocs.calstate.edu/courses. Faculty can attend the February 23-March 15 session to be eligible to teach CourseMatch Courses for Fall 2026.

IX.   **Federal Campaign against Diversity, Equity, and Inclusion (DEI):** Dean Chaung shared that the Provost called an urgent meeting in response to a federal campaign against DEI, requiring departments to provide information about external partnerships. Please provide Dean Chuang with information, if applicable.

X.   **Ideas for Thriving Our Arts & Humanities Programs in the Age of AI:** Council discussed potential AI integration in the college/departments, including ideas for computational linguistics and digital humanities programs, with a suggestion to create a Google Doc to share ideas. Council discussed this topic at length.

Meeting Adjourned