

College of Arts and Letters
Council of Chairs Meeting
Thursday, December 11, 2025
University Hall 237 | 1 PM

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 11/20/2025 Meeting**
- II. **CAL Staff Holiday Luncheon:** Dean Rueyling Chuang reminded Council that the annual holiday lunch is scheduled for Friday, December 12, 2025, at 12 noon, in Season’s 52 located in Victoria Gardens.
- III. **Sabbatical & Difference-In-Pay (DIP) Notifications:** Diana De La Cruz, Executive Assistant to the Dean, shared that Sabbatical and DIP notifications were sent to eligible faculty. Please see below for upcoming application deadlines:

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| Faculty member submits leave application to the Department Chair/Director | February 06, 2026 |
| Department Committee and Chair recommendation due to the Dean | March 06, 2026 |

- IV. **Commencement Details:** Diana provided Council with ceremony details for the CAL and WCOE (Watson College of Education) commencement ceremony scheduled for Saturday, December 13th at 6 PM, in the CSUSB Coussoulis Arena. Chairs and faculty are advised to arrive an hour before the ceremony to avoid any traffic.
- V. **1 PM Time Certain – Jay Wood and J.C. Cortez (Procurement Services) | CSU Buy Portal Procure-to-Pay (P2P):** Jay and J.C. discussed the implementation of a new procurement platform set to launch on February 02, 2026. They explained key features of the new system, including its ability to track document workflows, manage requisitions and payments, and facilitate communication between procurement and vendors. Jay and J.C. also addressed concerns about approval workflows, vendor payment processes, and the system's shopping capabilities, noting that while there may be some initial challenges, the new platform will ultimately streamline procurement processes and reduce reliance on corporate cards. Campus training sessions will occur in January and February, with open labs also available.

SUMMARY NOTES

- VI. Orientation & Unenrolled Students:** Dr. Parastou Feiz, Associate Dean, mentioned upcoming orientation sessions for transfer and freshman students and provided an update on university-wide enrollment numbers.
- VII. Travel Policy and Audit Updates:** Dean Chuang shared that deans were invited to attend a Chancellor's Office Audit meeting that revealed issues with conference travel funding, requiring clearer distinctions between professional development and personal expenses. She also warned about unauthorized purchases, noting that faculty members should maintain proper receipts and documentation for any purchases, as the audit found examples of unauthorized purchases that could lead to further scrutiny.
- VIII. Spring Cancellations Deadline:** Dean Chuang shared that the deadline for class cancellations is January 6, 2026. Council discussed enrollment and emphasized the need to avoid canceling classes prematurely, as student registration is still ongoing. A minimum threshold number was provided with exceptions for graduate and major-specific courses.

Meeting Adjourned