

College of Arts and Letters

Council of Chairs Meeting  
Thursday, March 21, 2019  
10:00 AM – 11:45 AM  
UH 237

## AGENDA

Approval of Summary Notes from the February 28, 2019 meeting.

### 1. Dean's Office Report and Discussion

- Proposed equipment approval for general and lottery funds (see attached)
- Enrollment management
  - Spring targets
  - Course cancellations and consolidations
  - Fall schedule build
- Semester classroom allocation
- Proposed semester calendar for 2020-2021 (see attached)
- Departmental welcome message included in students' acceptance letter: due end of March
- List of courses for high school students to choose on Google Docs: due end of March
- Fontana High School Principal's Visit tentatively scheduled for Thursday, April 25, from 2 to 4
- "Career Options for Degrees in Arts and Letters" page on CAL Website
  - See, for example, [CSUN College of Humanities](#)
- Spring Council of Chairs Meeting Schedule (see attached)

### 2. Budget

- Budget request

### 3. Discussion on the proposed annual evaluation of chairs

### 4. Announcements: Faculty Achievements, faculty searches, Q2S, etc.

### 5. Time certain 11:15AM: Angela Arteaga, Internship Career Counselor

### 6. Additional items

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