

College of Arts and Letters
Council of Chairs Meeting
Thursday, January 31, 2019
10:00 AM – 11:50 AM | UH 237

Attendees: Rueyling Chuang, Kelly Dortch, Michelle Fuller, Thomas McGovern, Bradford Owen, Matthew Poole, Peter Robertshaw, Terry Smith, and Peter Williams.

Absent: David Carlson

Approval of Summary Notes from the January 17, 2019 meeting.

1. Announcements: CAL Leadership Team:

- **Faculty Search Updates:** Department Chairs from Art, Communication Studies, Music, and Theatre Arts shared current details/status of faculty searches.
- **Program Review Update:** Thomas McGovern, Interim Chair of World Languages and Literatures, shared that the outside reviewer for the French Program was on campus Thursday, January 31 and Friday, February 01.

2. Dr. Rueyling Chuang, Interim Dean:

- **Q2S Updates:** Dr. Chuang announced that the College Curriculum Committee has reviewed all programs and courses that were submitted in the system. The only program that is currently on hold is the Bachelor of Fine Arts (meeting scheduled to consult with the Provost).
- **CAL Quarterly Report:** Dr. Chuang announced that she has turned in the Quarterly Report to the Provost and thanked Chairs for contributing information to the monthly report.
- **PDC Class scheduling and Enrollment:** Dr. Chuang asked CAL Chairs how involved are they in the course scheduling/offering process. Deans and Chairs discussed the question further.
- **Minimum Class Size Guidelines:** Dr. Chuang asked Chairs to think about what class size guidelines would work when looking at enrollment at the Palm Desert Campus.

3. Dr. Peter Williams, Interim Associate Dean:

- **Semester Classroom Allocation & Room Swap (*handout*):** Dr. Williams handed out a spreadsheet with a preview on semester classroom allocation. Room allocation and room swap discussion continued with Dean's and CAL chairs.
- **Winter Census Report:** Dr. Williams shared that the college was at 94% of target for winter quarter enrollment; CSUSB (campus) is at 97%.
- **Equipment Fund Allocations (*handout*):** Dr. Williams announced that all equipment requests are due on Friday, February 22nd. Dr. Williams and Chairs reviewed the *handout* (*NOTE: Dr. Williams explains that there is a column for Chairs to write/explain on the*

importance of the request). Dr. Williams reminded Chairs that all computer purchases must be consulted with Ken Han, CAL IT Consultant.

4. Budget – Michelle Fuller, Administrative/Budget Analyst:

- **Q& A on Quarterly Financial Report:** Michelle asked Chairs if they had any questions regarding the handouts from the previous meeting on January 17. *No budget update.*

5. TIME CERTAIN 11AM – Affordable Learning Solutions (AL\$):

Dr. Bibiana Diaz Rodriguez, World Languages and Literatures.

- Dr. Diaz-Rodriguez gave a presentation on Affordable Learning Solutions Grant (AL\$) which encourages faculty to provide more affordable educational alternatives to students. Prof. Diaz-Rodriguez provided a PowerPoint Presentation (which she will send out to Chairs), that provided all participation information as well as incentives for faculty who choose to participate.