

Council of Chairs Meeting  
Thursday, February 28, 2019  
10:00 AM – 11:45 PM | UH 237

Attendees: David Carlson, Rueyling Chuang, Kelly Dortch, Stacey Fraser, Michelle Fuller, Bradford Owen, Matthew Poole, Peter Robertshaw, Terry Smith and Peter Williams

Absent: Thomas McGovern

Approval of Summary Notes from the February 14, 2019 meeting.

1. **Dean's Office:**

**Dr. Rueyling Chuang, Interim Dean:**

- **Department Acceptance Message:** English Department Chair, David Carlson and Art Department Chair, Matthew Poole, shared their department messages (and video for Art Dept.) that are sent to students who are accepted in their respective majors. Dr. Carlson and Matthew also shared their department contact and correspondence process with other Chairs. Dr. Chuang shared that it would be nice to be able to personalize acceptance letters/email/video. Dr. Chuang asked Chairs to create a message tailored to their department that welcomes incoming CAL students.
- **February Report:** Dr. Chuang thanked all Chairs that entered information for the CAL February 2019 report. She also reminded Chairs about the Faculty Book launch information deadline which is on Friday, March 15.
- **Dean's Fellow:** Dr. Chuang shared that Dr. Dorota Huizinga, Dean of Graduate Studies and Associate Provost of Academic Research, has proposed to fund a 1-Course Re-assigned time to a Faculty Fellow that will help promote and support faculty success and will work on how to facilitate faculty creative accomplishments. Dr. Chuang asked Chairs to forward their recommendations.
- **Coyote Advertising:** Dr. Chuang reminded Chairs that Coyote Advertising can help departments advertise events and program information.

**Dr. Peter Williams, Interim Associate Dean:**

- **Equipment Requests:** Dr. Williams shared equipment request details with Chairs. He will be contacting individual departments to discuss specific requests.
- **Spring Enrollment:** Dr. Williams stated that CAL is at 82% of target and the university is at 87%. Dr. Williams suggested for Chairs to begin looking at spring enrollments.
- **Semester Classroom Allocation:** Dr. Williams shared that the semester classroom allocation is almost complete. All the colleges have met and he will be uploading the final version to the *CAL Chairs Team Drive*.

2. **Budget**

**Michelle Fuller, Administrative & Budget Analyst:**

- **CERF Fund - Handout:** Michelle and CAL Chairs discussed actual CERF Fund accounts for each department.
- **GEN08 (Indirect) Fund - Handout:** Michelle explained the GEN 08 account and what funds are currently available.
- **Input Session:** Michelle shared that she will be having the Spring 2019 input session on March 14 (for part-time contracts). The semi-cancellation deadline for class cancellations is on March 21-22, 2019.
- **Part-Time Budget Expense:** Michelle shared that she will be posting the expense spreadsheet on the *CAL Chairs Team Drive*.

3. **Travel Policy & PDC Travel Reimbursement:** Dr. Chuang shared the travel policy memo and reimbursement process. Faculty traveling to or from the Palm Desert Campus (PDC), must enter requests and reimbursement through Concur. Michelle will follow up as to how far back they can pay lecturers.
4. **Scheduling and Enrollment:** Dr. Chuang thanked Chairs for providing feedback about PDC enrollment. Please refer to the *CAL Chairs Team Drive* in regards to scheduling and enrollment: [here](#)
  - PDC class scheduling and enrollment
  - Minimum class size guidelines
5. **Time Certain 11:15 AM: Dean Craig Seal on Q2S Advising (PowerPoint):**
  - Dean Seal presented the CAL Council of Chairs with the proposed advising model also noted as the Caseload Model which gives advisors a specific case load of 600-1000 students depending on the college and majors. Per President Morales' request, there will be another group of Professional Advisors that will be hired. The new round of professional advisors will be able to take on a case load.