

Council of Chairs Meeting
Thursday, November 14, 2019
10:00 AM | UH 237

Attendees: David Carlson, Rueyling Chuang, Stacey Fraser, Michelle Fuller, Matthew Poole, Shafiq Rahman, Peter Robertshaw, Terry Smith, Thomas McGovern, and Peter Williams.

Approval of Summary Notes from November 7 meeting:

1. Group Discussion

Dr. Rueyling Chuang, Interim Dean:

- Supervision Courses Tracking System and Approval Process
 - i. **CAL Supervision Course Application Form:** Dr. Chuang showed Chairs a draft of the supervision course application form that will be utilized for supervision courses within the college. Dr. Chuang specifically asked:
 - 1) Should all the departments use the same form/one form for entire college?

Council agreed: Yes
 - 2) Should the form cover all form of supervisions?

Council agreed: Yes
 - 3) When should the form be completed?

Council agreed for the cutoff to be Census. Council also agreed that the form be completed by the second week of the quarter/semester.
 - ii. **Supervision Course Workflow:** Dr. Chuang presented the drafted flowchart. Chairs provided feedback to the Dean.
 - iii. **Supervision Pivot Table:** Michelle showed the pivot table that was created to see the WTUs for FT faculty (includes information from 18-19 AY and 19-20 AY). This pivot table also filters supervision courses. Michelle stated that she is still cross checking and asked Chairs to check it as well.
 - iv. **Proposed Compensation for Supervision Courses & Timeline:** Dr. Chuang stated that she would give compensation and timeline information once she has more information.

Dr. Peter Williams, Interim Associate Dean:

- **Part-time AY & 3 YR Contract Entitlement (*Handout*):** Dr. Williams went over a summary of part-time entitlements.
- **Q2S GE Allocation of Seats (*Handout*):** Dr. Williams explained the handout of GE allocation of seats under the semester system. The list shows every course that has been approved by category and department. This will be uploaded in the *CAL Chairs Google Team Drive*.

- **Winter Enrollment:** Dr. Williams reminded Chairs of qualified faculty teaching when hiring and order of assignment.