

College of Arts and Letters
Council of Chairs Meeting
Thursday, Oct. 8, 2020 | 1:00 PM

Attendees: David Carlson, Rueyling Chuang, Kelly Dortch, Parastou Feiz, Stacey Fraser, Michelle Fuller, Matthew Poole, Shafiq Rahman, Peter Robertshaw, Terry Smith, George Thomas, and Peter Williams.

1. Approval of the Summary notes from September 17, 2020.

2. 1 PM Time Certain | Dr. Montgomery Van Wart, *Faculty Research Fellow for Faculty Affairs and Development*:

- Dr. Van Wart introduced himself to Council as the new Faculty Research Fellow from the Office of Faculty Affairs and Development. His new role will support research across the university. Dr. Van Wart's unique skills will be able to assist faculty by offering one-on-one assistance to give manuscript reviews, conference works, publications, journals, academic metrics, etc. He encouraged Chairs to invite him to department meetings to elaborate on the services available.

3. Group Discussion:

Dr. Parastou Feiz, Interim Associate Dean:

- **MyCap Training & Encourage Students' Use of MyCap:** Dr. Parastou Feiz, Interim Associate Dean, shared with Council that she will be reaching out to Dr. Lesly Davidson-Boyd, Interim Dean of Undergraduate Studies, for MyCap training and extended the invitation to Chairs and/or department faculty advisors.
- **College Professional Awards Committee:** Dr. Feiz shared that the College Professional Awards committee was in need of members. Dean and Dr. Feiz shared that the work is very reasonable and that the committee meets about twice a year to read proposals. Dean Chuang emphasized that this is also a good opportunity for Junior faculty to gain service credit.
- **Textbook Order Submission Deadline:** Dr. Feiz shared that the deadline to submit textbook orders is Saturday, October 31st. Dr. Feiz asked Chairs to please remind all their faculty.
- **Assessment:** Dr. Feiz shared that she has provided Judith Sylva, Director of the Office of Assessment, Assessment Coordinators from each department (Communication Studies and Music are pending).

Dr. Peter Williams, Senior Dean's Fellow:

- **Spring Build:** Dr. Peter Williams, Senior Dean's Fellow, shared that the clean-up process for Spring Build ran on September 28. Chairs were asked to double check on the instruction mode to see if it has changed to OS, FO, etc.
- **Admissions:** Dr. Williams shared admission information for the university and the college.
 - **CAL Undergraduate:** 379 students applied; 122 students have been admitted; 4 deposits made.

- **CAL Graduate:** 4 students applied; 1 student has been admitted.
- **Summer Build:** Summer Build materials will be available starting October 26th. Summer build will be between November 2nd through December 4th. Dr. Williams also shared tentative summer school dates:
 - **6W1** 6/2/21 - 7/1/21 + final exam, 18 days of instruction
 - **6W2** 7/8/21 - 8/9/21 + final exam, 18 days of instruction
 - **10W** 6/2/21 - 8/4/21 + final exam, 36 days of instruction

Dr. Rueyling Chuang, Dean:

- **Title IX Training Requirement:** Dean Chuang shared that she had a list that was sent from the Title IX Office listing all CAL students that have not completed the Title IX Training. Dean asked Council for their assistance in having students complete the training before having a HOLD placed in their account. Dean also informed Chairs that CAL advising will be completing a campaign to assist in the training requirements.
- **Budget and Reassigned Time Updates:** Dean Chuang shared an update on the part-time budget and the cost of Reassigned Time. Council discussed this at length.
- **Course Match Submissions:** Dean Chuang spoke to Council about CourseMatch (CM) and explained the benefits of teaching a CM course. There are financial benefits for the department as each course rate is \$3,400 with at least one student enrolled from another CSU campus. Deadline to submit CM courses for Spring 2021 schedule is October 23rd.