

Council of Chairs Meeting
Thursday, November 7, 2019
10:00 AM | UH 237

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

1. Approval of Summary Notes from October 17 meeting.

2. **10:05 AM Time Certain: Dr. Seal, Dean of Undergraduate Studies**

- Dr. Craig Seal spoke to Chairs about some Q2S updates:
 - i. **EFA:** Dr. Seal stated that his office will run a session in Winter and spring quarters.
 - ii. **Roadmaps:** Dr. Seal informed Chairs that his team is currently reviewing major roadmaps. After they are reviewed, his team will forward roadmaps back to Chairs to check them over. If you have any current updates as of now, please forward any changes to Dr. Seal.
 - iii. **Catalog:** Dr. Seal stated that catalogs have to get updated and is the responsibility of the Department Chair. Dr. Seal advised to begin changing the wording (e.g. quarter to semester). Currently, the plan is to have all students change to the new catalog system but also giving the option for students to opt-out of changing catalog year (*please note that students will be notified of this process and option*). The departments are able to run a “*what-if*” if you change catalog year and quarter/semester system on MyCap to get an idea.
 - iv. **Major:** Dr. Seal informed Chairs that due to the conversion, the Office of the Registrars are allowing students to change their major for free ONE TIME ONLY.

3. Dean’s Office Report and Group Discussion

Michelle Fuller, Administrative & Budget Analyst:

- **Professional Development Tracking Spreadsheet:** Michelle showed Chairs the Professional Development Fund Tracking spreadsheet. She explained the spreadsheet in detail to Chairs. This spreadsheet allows a more accurate tracking of all expenses. ASCs and Chairs are able to edit/access the spreadsheet. Michelle has asked ASC’s to update by the 20th or the end of the month.
- **1K from Provost:** ASCs will review expenses before 12/10 and input the totals in the *FPD Reimbursement Request Form*. After the due date, Michelle will then look at it and forward the completed form to Academic Affairs for review and reimbursement.

Dr. Rueyling Chuang, Interim Dean:

- **Supervision Courses Tracking System and Approval Process:** Dr. Chuang discussed at length that the college will be implementing a process and form for all Supervision Courses.
 1. **Form:** Each Dean in an academic college needs to approve all Supervision Courses (this includes Chairs that are Instructors of Record). Dr. Chuang asked

SUMMARY NOTES

Chairs to forward their current department forms to get an idea of what information to include in the form.

- **Q2S GE Allocation of Seats (Handout):** Dr. Chuang briefly went over the Q2S GE Allocation sheet and stated that based on the data (from the quarter system), the sheet shows the total amount of seats that are estimated for each of the departments under the semester system. It is up to the chairs on how many sections and courses they want to create. This is just an approximation.