

Council of Chairs Meeting
Thursday, November 21, 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 Peter Williams.

1. Approval of Summary Notes from November 14 meeting.
2. Group Discussion

Dr. Rueyling Chuang, Interim Dean:

- **Hospitality Guidelines:** Dr. Chuang announced that because of an increase in hospitality spending all hospitality expenses need to be pre-approved by the Dean and Provost two weeks prior to any event. Dr. Chuang referred Chairs to the *Hospitality Guidelines and Policy* for more information.
- **Space Guidelines:** Dr. Chuang went over the university-wide space guidelines. Dr. Chuang reminded Chairs that in terms of priority, it may become a possibility for space used for storage to be depleted since more faculty are being hired. She also pointed out that people in permanent positions are no longer able to have multiple offices. Please refer to the guidelines for further information.
- **Faculty Additional Pay Guidelines:** Dr. Chuang reminded Chairs of Article 26 regarding additional employment for all faculty. Dean and Chairs discussed this in depth.
- **CSULearn Online Compliance Courses Schedule and Deadline:** Dr. David Carlson stated that there has been some complaints about the number of trainings and its timeline. The Dean confirmed that the Chancellors office currently sets the deadlines for all the system trainings, not the CSUSB campus.
- **Proposed Compensation for Supervision Courses:**
 - Form and flowchart revisions:** Dr. Chuang showed chairs a revised form with recommendations that were given from council and ASCs. Dr. Chuang explained the approval flow and process. The form is to be implemented in the upcoming Winter quarter.
 - Revising Guidelines and Policy:** Dr. Chuang asked Chairs to enter supervision course information in the *CAL Types of Supervision Courses and Numbers* form in the Google CAL Chairs Team drive (type of supervision course and number of students per supervision category for the past academic year). This information will help in

SUMMARY NOTES

implementing a college policy and compensation. Dr. Chuang also stated to look at job descriptions for assessment coordinators, graduate coordinators, etc. Information is due by December 2.

3. 11:20AM Time Certain: Meeting Adjourn for Holiday Video Group Photo at the "Philosophy Circle" between SBS and VA buildings