

Council of Chairs Meeting
Thursday, December 5, 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 21 meeting.
2. Group Discussion;

Dr. Peter Williams, Interim Associate Dean:

- **Winter Enrollment:** Dr. Williams shared that the college was at 98% of target for Winter enrollment.
- **Q2S GE Allocation of Seats:** Dr. Williams shared that the GE Allocation of Seats has been posted on the Google shared drive. Dr. Williams explained each of the columns in details. Dr. Williams share that the spreadsheet only shows the college offerings (not the overall of the university).
 - i. **Chairs' Preliminary Plan on GE Scheduling:** Dr. Williams encouraged Chairs to try to schedule as close to the number of seats as possible (or also see what seats can be negotiated within the departments). All Chairs provided an update on their GE scheduling.

Dr. Rueyling Chuang, Interim Dean:

- **GI 2025 & Fall 2015 FTF Cohort Graduation Rate for Respective Departments:** Dr. Chuang went over the FT/FTF 4-year graduation rate by department. Dr. Chuang showed a link from the Chancellors office that shows the numbers and percentages of CSU Major Migration for all First-time, Full-time, freshmen in 2016, 2017, and 2018.
 - i. New Advising Model: Dr. Chuang also shared the Office of Undergraduate Studies (UGS) will place holds on freshman and sophomores; UGS will be advising those students. The College Professional Advisors will only see juniors and seniors. Council discussed this topic at length.
- **Revisiting Reassigned Time Recommendations and Considerations:** Dr. Chuang briefly mentioned that under the semester system: PT Lecturers will not get the large lecture compensation for supervision courses; they will only get the ISA compensation. The compensation only applies to TT.
 - i. Proposed Campus-wide Large Lecture Compensation Guidelines
 1. Class size 61-119: Use ISA for 5 hours per week
 2. Class size 120-179: Additional 3-Semester-WTU may be assigned **or** the instructor can choose to hire an ISA or GTA for up to 10 hours per week. TT faculty may “mix and match” or choose, with the approval of the department chair

and dean, to receive half of the allotted 3 WTUs (1.5 additional semester-WTU) and half of the allotted ISA or GTA (i.e., 5 hours per week)

3. Class size 180 and up: Use ISA for 5 hours/week \pm 3 additional WTUs (semester calendar)

- ii. **Compensation for Supervision Courses:** This only applies to TT. Per CSUSB Academic Affairs Policy, all supervision courses are required to be pre-approved by the Dean. Faculty will not receive workload credit for teaching supervision courses, unless the Dean of the college provides prior explicit written approval of the assignment as part of the WTU workload. In the event that a PT lecturer must be hired to teach a supervision course then a written approval of the Dean must be obtained at least 2 weeks prior to the start of the term and PT faculty must be paid in the same quarter/semester when the service is provided.