

College of Arts and Letters
Council of Chairs Meeting | **Holiday Edition**
Thursday, December 13, 2018
11:00 AM – 1:30 PM | UH 237

Attendees: David Carlson, Rueyling Chuang, Michelle Fuller, Bradford Owen, Matthew Poole, Peter Robertshaw, Terry Smith, and Peter Williams.

Absent: Kelly Dortch, Stacey Fraser, and Thomas McGovern

Approval of Summary Notes from the November 29, 2018

A. Dean's Office – Dr. Rueyling Chuang, Interim Dean

- **Monthly CAL Report:** Dr. Chuang thanked all chairs who entered information to the monthly report for the month of November. She also reminded Chairs to add information for the month of December. The information entered is used for the newsletter and for the college report to the Provost.
- **Reassigned Time Taskforce:** Dr. Chuang notified Chairs that she will be meeting with the Reassigned Time Task Force today, Thursday, December 13. She thanked Chairs that provided feedback on the committee's report.
- **CAL Holiday Video:** Dr. Chuang updated Chairs on the holiday video and will be seeing a rough-cut tomorrow, Friday, December 14.
- **Council of Chairs Meetings for Winter 2019:** Dr. Chuang provided a schedule for Winter Quarter Council of Chairs meeting. She informed Chairs that the last meeting scheduled on March 7th will be a special edition meeting that will be extended to a luncheon for Staff Appreciation. Further details will follow.

B. Dr. Peter Williams, Interim Associate Dean:

- **Summer Schedule:** Dr. Williams informed Chairs that schedule build for Summer will begin on Monday, December 17. Materials have been distributed.
- **Winter Registration:** Dr. Williams reported that Dr. Chuang and himself are currently observing the watch list with classes that are close to making the minimum enrollment. Cancellations for classes that do not meet minimum enrollment will be cancelled on Monday, December 17.

C. Budget – Dr. Peter Williams and Michelle Fuller, Administrative and Budget Analyst:

- **Part-time Allocation Budget:** Dr. Williams and Michelle discussed the Part-time allocation (handout) with Chairs. This model is the first iteration of the budget model that was adopted by Academic Affairs. Dr. Williams and Michelle will keep track of how the new model is working and will make improvements as needed.

D. Next Council of Chairs meeting: January 17, 2019:

- Guest: Grace King, Q2S Project Manager and Q2S Team

E. CAL Holiday Luncheon:

- Coyote Commons - Reserved Dining Room (CCD 124/125)

Meeting adjourned at 12:00 P.M.