

Council of Chairs Meeting  
Thursday, January 16, 2020  
10:00 AM | UH 237

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

Absent: David Carlson

1. Approval of Summary Notes from January 16, 2020 meeting.
2. **Group Discussion**

**Dr. Williams, Interim Associate Dean:**

- **Equipment Requests:** Dr. Williams stated that he would be sending out a template for equipment request. The deadline to submit any requests is **February 7<sup>th</sup>** (try to include all costs: tax, shipping, etc.; except for installation costs). Matthew Poole, Chair of Art & Design, asked if Ken Han, IT Consultant, can send a current inventory of technology equipment. Dr. Williams also reminded chairs of the Vital and Expanded Technologies Initiative (VETI) grants and encouraged departments to apply.
- **Registration Report:** Dr. Williams announced that the CAL winter enrollment was at 102% target. Advising for spring 2020 begins February 3 and registration on February 10. As we prepare for fall 2020 semester, Dr. Williams requested a tentative schedule of fall 2020 to be emailed to him by the end of the month.

**Quarterly Budget Report**

**Michelle Fuller, Administrative and Budget Analyst:**

- **Financial Report (Handout):** Michelle went into detail of the current college financial report. She reminded Chairs that the INTRA budget transfers will open up in March; money can then be transferred between accounts within the department.
- **CERF Fund:** Michelle presented departments with the fall allocation of CERF from fall 2019. She stated that she would forward Chairs the policy on how CERF funds should be spent.
- **Independent Contractor Payments:** Michelle shared that there are new guidelines from the Chancellors Office, which states that effective January 1, 2020: *An individual cannot be both an employee and an independent contractor for the same employer, at the same time, and CSU and the State of California must be treated as a single employer.* Our campus is working on implementing a new process for independent contractor payments in order to comply with the new guidelines
- **Unit Conversion:** Michelle shared a handout with information/formula on how to calculate the time base formula. Michelle has uploaded the document to *Google Docs > Chairs and ASCs > All things Q2S.*

## **Reassigned Time Guidelines**

### **Dr. Rueyling Chuang, Interim Dean:**

- **Reassigned Time Guidelines:** Dr. Chuang shared that Academic Deans meet to discuss and finalize the Academic Affairs Reassigned Time Guidelines. Large Lecture compensation for both TT faculty and FT lecturers has been determined as:

*Revisions of Large Lecture Compensation for Both TT Faculty and Full-Time Lecturers*

- *Class size 61-119: Use ISA for 5 hours per week*
  - *Class size 120-179: Use ISA for 10 hours/week **or** 3 additional WTUs (semester calendar)*
    - *Or “Mix and Match Option:” ISA for 5 hours/week + 1.5 additional WTUs*
  - *WTUs Class size 180 and up: Use ISA for 10 hours/week **±** 3 additional WTUs (semester calendar)*
- **Departmental Representative to the Reassigned Time Committee for AY 2019-2020:** Dr. Chuang asked Chairs for representatives to serve on the Reassigned Time Committee in the following departments: Art and Design, Music, Philosophy, and Communication Studies

### **3. GE Category**

#### **Dr. Peter Williams and Dr. Chuang:**

- **C4 Category Redistribution:** Dr. Williams went over the distribution/number of seats. Chairs discussed this at length. In this specific category, there are still seats unaccounted for. So, if the Chairs would like to take some seats for their respective departments, please email Dr. Chuang and Dr. Williams by Wednesday morning (1/22).
- **Category A3 and Category E:** Dr. Chuang stated that CAL would be scheduling and offering more courses in this category. Dr. Chuang discussed this with council at length.