

**College of Arts and Letters**  
Council of Chairs Meeting  
Thursday, January 17, 2019  
10:00 AM – 11:50 AM | UH 237

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

Absent: Stacey Fraser

Approval of Summary Notes from December 13, 2018

1. **Announcements - CAL Leadership Team:**

- **Faculty Search Updates (Art, Comm. Studies, English, Music, & Theatre):**
  - Chairs who are currently conducting faculty searches updated the CAL Leadership Team of the status. Departments currently going through a faculty search are: Art, Communication Studies, English, Music, and Theatre Arts.
- **Program Review Updates (Philosophy, Spanish, & French):**
  - PHIL: Philosophy Interim Chair Peter Robertshaw, shared that the department review is done 😊.
  - WLL: Thomas McGovern, Interim Chair of World Languages and Literatures (WLL), stated that the review for Spanish has been completed. Its final report focused mostly on assessment and recruitment. In regards to the French Review; McGovern stated that they have begun the review and successfully submitted the self-study.

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

- **Department Highlights and Monthly Reports:** Dean Chuang thanked Chairs for submitting information to the monthly report. This report is in conjunction to the report that is turned into the Provost. Dr. Chuang reminded Chairs to add any events and accomplishments for the month of January; deadline is on January 31<sup>st</sup>.
- **CAL Faculty Website Updates:** Dr. Chuang showed Chairs the current faculty page that can be found in our CAL Website ([cal.csusb.edu](http://cal.csusb.edu)). Dr. Chuang shared that she would also like to add journal publications, editorial boards, exhibitions, music compositions, etc. She asked Chairs for input.
- **CAL Faculty Writing Accountability Group & Dean's Mini-grants:** Dr. Chuang presented the idea of the college offering faculty a writing accountability hour where CAL Faculty are able to have a space to write and share with other colleagues their writing projects, and such. Dean Chuang asked Chairs for feedback. In addition, Dr. Chuang announced that Dean's Mini Grants will be announced in the Spring Quarter.

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

- **Faculty Office Hours:** Dr. Williams thanked departments that have submitted faculty office hours for the Winter Quarter.
- **Semester Classroom Allocations:** Dr. Williams discussed and demonstrated to Chairs a draft of how classroom allocation might look under the semester system. He advised Chairs to begin thinking of how their course schedule might look. An updated/accurate spreadsheet will be forwarded to Chairs.
- **Enrollment Updates:** Dr. Williams announced that the college is currently at 95% of its target for Winter enrollment. Dr. Williams reminded Chairs that the Summer schedule deadline is on January 25<sup>th</sup>. Dr. Williams shared that Spring Registration begins on May 6<sup>th</sup>.

3. **Budget - Michelle Fuller, Administrative and Budget Analyst:**

- Quarterly Financial Report (*handout*): Michelle handed out a High Level General Fund Report of the college and Current General Fund Report by department. The handouts will be uploaded in the CAL Chairs Drive, in the Budget folder.

4. **Liberal Studies:**

- **Expanded Community of Practice:** Kelly Dortch, Coordinator of the Liberal Studies Program, announced that the Teaching Resource Center (TRC) has approved Liberal Studies to form a Community of Practice; the goal is to engage in a community publishing project. Further details will be forwarded to CAL Leadership Team.
- **College Opportunities for All Initiative.** The Liberal Studies Department will be working with Manuel A. Salinas Creative Arts Elementary School in providing students with what will be their first college experience. This initiative aims to provide students' knowledge about higher education within their community.

5. **TIME CERTAIN 11 AM - Course Substitutions on PAWS with Q2S Team:** Jennifer Bauer, Patrick Bungard, Grace King, Rachael Loverock, Thomas Provenzano, Craig Seal, and Alison Wiles.

- Grace King explained that under the semester system, Course Substitutions will be in high demand. The Q2S team demonstrated how Course Substitutions (e.g. SWAP, INSERT, EXCEPTION), will be processed through the PAWS report online. Grace King elaborated on the process timeline and who would have authorization to approve substitutions (General Education Courses: Dean of Undergraduate Studies, Major and Minor Courses: Chair of the Dept.). Further training and questions in regards to the PAWS system can be directed to the Q2S office.