

Council of Chairs Meeting  
Thursday, February 13, 2020  
10:00 AM | UH 237

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

1. Approval of Summary Notes from Feb. 6, 2020 meeting.

2. **Group Discussion:**

Dr. Rueyling Chuang, Interim Dean and Dr. Peter Williams, Interim Associate Dean:

- **HGA Architectural Firm:** The HGA Architectural Team that has been hired for the Performing Arts Building Addition visited the college and its facilities to check on current space and usage. Council provided the firm with feedback.
- **Approval of Reassigned Time Guidelines:** Dr. Chuang asked Chairs for provisional approval to forward proposed reassigned time recommendations to the CAL Reassigned Time Committee. Council motioned to approve the recommendations to be forwarded to the CAL Reassigned Time Committee for final approval.
- **Scheduling Fall Classes in PeopleSoft:** Dr. Williams shared a handout on how many classes have been inputted in Peoplesoft for Fall 2020. He asked Chairs to have their department ASC reach out to Johanna Martinez, in the PDC campus, to check the status of their fall schedule at the PDC.
- **Spring 2020 Enrollment:** Dr. Williams stated that the college is currently at 27 percent of target for Spring enrollment.
- **Roadmaps:** Dr. Williams reminded Chairs to revisit their degree Roadmaps as the fall 2020 semester is built. Roadmaps with any changes must be submitted to Roadmaps folder found in the Google Drive titled *CAL Chairs*.

3. **10:30AM Time Certain | Enrollment Management Team:** Provost Shari McMahan – *Provost and Vice President for Academic Affairs*, Rachel Beech -*Associate Vice President of Enrollment Management*, Diane Minor - *Director of Financial Aid and Scholarships*, Lisa Rubio – *Director of Admissions Operations*, Amy Bracerros – *Interim Director for University Registrar*, Brian Willess – *Director of Orientation and Transition Programs*, and Tiffany Bonner – *Director of Outreach*.

- The Enrollment Management Team visited Council to discuss the importance of looking at enrollment trends in the university and college. Provost McMahan and Rachel expect to shift the university's recruitment strategy to be intentional in outreach. Rachel asked Chairs to provide input on how her team can assist their department and programs. Council and the Enrollment Team discussed admission deadlines, financial aid in regards to scholarships, impacted programs, and recruitment strategies.

4. Additional Items