

Council of Chairs Meeting
Thursday, February 6, 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 January 30, 2020 meeting.

2. 10 AM Time Certain – Alumni Relations: Crystal Wymer-Lucero, Director of Alumni Relations, Michael Astorga, Alumni Engagement Specialist, and Kevin Tercero, Student and Young Alumni Engagement Coordinator:

- **Professor for a Day:** Michael Astorga and Crystal Wymer-Lucero presented a program overview of Professor for a Day, sharing the program's goals and 2019 highlights. Michael and Crystal shared all the positive feedback that Alumni provide in being able to share their experience in the work place and how their time at CSUSB contributes to their career. This year's goal is to get a 65% match for the 19/20 AY. Crystal and Michael also demonstrated a Google Document that contains all the information for Professor for a day.
- **Alumni Mentor Program:** Kevin Tercero presented on the Alumni Mentor Program (A.M.P.), which is a platform designed to connect current CSUSB students to Alumni who seek advice and guidance in their respective field of study. A.M.P is a global platform and can be filtered by location.

For additional information on Professor for a Day and the Alumni Mentor Program, please visit: www.alumni.csusb.edu.

3. Group Discussion

Rueyling Chuang, Interim Dean:

- **Approval of Reassigned Time Guidelines:** Dr. Chuang thanked Chairs for reviewing the Reassigned Time Guidelines. She stated that their revisions will be made and an updated draft will be available to view by next Tuesday, February 11, 11:59:59. The working file will still be available as a reference.
- 4. 11AM Time Certain - Human Resources:** Alex Najera - AVP and Co-Chief Diversity Officer, Alisha Carnahan - Executive Assistant, Jim Reyes – Director of Talent Acquisition, Lisa White – Employee Benefits Manager, and Rowena Casis Woidyla – Director of Leadership Development and Employee Enrichment.
- **Human Resources Transition Overview:** Alex Najera presented on the ongoing transition/restructure in the office of Human Resources. Alex provided an overview of the transition and explained how the office is restructuring from a generalized model to a specialized one. Alex explained that this model would improve workflow process and response time.

For additional information, refer to *HR Refresh* tab on the Human Resources website to look at the transition process: <https://www.csusb.edu/human-resources/hr-refresh>

Group Discussion Continued:

Dr. Peter Williams, Interim Associate Dean

5. **Category E:** Dr. Williams mentioned that there are currently 2,745 seats in the main CSUSB campus and 159 at PDC. Dr. Williams stated that there are 3,260 planned at the main campus of which 470 scheduled for fall in PeopleSoft, which is 54% capacity.
6. **Fall 2020 Scheduling:** Dr. Williams shared that currently 31 departments have entered courses onto PeopleSoft for Fall 2020. Specifically in our college, Dr. Williams shared that the only courses pending are Arabic, Art & Design, Japanese, and Philosophy.
7. **Final Exams Schedule under Semesters:** Dr. Williams asked Chairs to be aware of two unit courses under the semester system, as they will conflict with the final exam schedule. Dr. Williams stated that departments are able to ask for an exception from the Dean for those courses.
8. **Spring Registration:** Dr. Williams shared that spring registration begins February 10th.