

Council of Chairs Meeting  
Thursday, March 21, 2019  
10:00 AM – 11:45 AM | UH 237

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

Approval of Summary Notes from the February 28, 2019 meeting - APPROVED.

1. **Dean's Office Report and Discussion:**

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

- **Equipment Purchase Approval:** Dr. Williams shared two handouts:
  1. Proposed Equipment Requests and Total Approved.
  2. Department Approval Summary. Council of Chairs approved equipment requests. Michelle will send an email with purchasing account information to department ASC's.
- **Enrollment Management:**
  - Spring Targets: CAL is at 92% of target; the University is at 96%.
  - Course Cancellations and Consolidations: Will have meeting with Chairs from Art, Music, and Theatre Arts to talk about course cancellations and/or consolidations.
  - Fall Schedule: Build for Fall ends on March 29<sup>th</sup>.
- **Semester Classroom Allocation:** Dr. Williams shared that the semester classroom allocation is up on the team drive – *CAL Chairs 2018-19*. Dr. Williams noted that the temporary classrooms (TC) will be unavailable once the Center for Global Innovation (CGI) building is open. The CGI room numbers have been assigned and the seating capacity has been finalized. CAL has use of one of the active learning classrooms (CGI 207). Dr Williams reminded Chairs that classes need to be scheduled in the standard day and time blocks.
- **Proposed Semester Calendar for 2020-2021:** Dr. Williams shared that the proposed semester calendar has been uploaded to the *CAL Chairs and ASC drive*. Chairs discussed the calendar further. There will be a list of questions regarding the calendar that will be compiled from Chairs.

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

- **Welcome Message:** Dr. Chuang stated that the departmental welcome letter for incoming students is due by the end of March. Dr. Chuang thanked the chairs that have completed their message.
- **High School University Program – Course List:** Dr. Chuang thanked Chairs that have submitted a list of courses for high school students that can participate in the program. You can access the course list on the CAL Chairs Google Drive; Course lists are due by the end of March. Dr. Chuang also thanked Chairs that have submitted course information.
- **Fontana High School:** Dr. Chuang announced that Fontana High School Principal's visit is tentatively scheduled for Thursday, April 25, from 2 - 4 PM.
- **"Career Options for Degrees in Arts and Letters":** Dr. Chuang showed Chairs the CSUN College of Humanities page which portrays career options for each major. Dr. Chuang explained that she would like to create something similar to show on the CAL Website. *Please refer to the following link: [CSUN College of Humanities](#).*
- **Spring Council of Chairs Meeting Schedule:** Dr. Chuang briefly mentioned the Council of Chairs meeting dates. The file will be uploaded to the *CAL Chairs Google Drive*.
- **March Provost Report:** Dr. Chuang thanked Chairs for submitting department information. She reminded Chairs that the deadline to add any news is Friday, April 5<sup>th</sup>.

2. **Budget:**

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

- **Budget Request:** Michelle explained to Chairs that this call for requests can be made on a one-time or permanent basis (depending on the department needs). Michelle showed an example of the report that was submitted last year. Michelle will put all requests together, receive approval from the Dean, and then forward the report to the Office of Academic Affairs.

3. **Proposed Annual Evaluation of Chairs:** Matthew Poole and Chairs discussed the proposed Annual Evaluation of Chairs.

4. **Time Certain 11:30 AM - Angela Arteaga, Internship Career Counselor & Liaison to the College of Arts and Letters and the College of Education:**

- Angela spoke to CAL Chairs about the Career Center resources and the provided support that is given to CAL students; career counseling appointments, explore internships, group counseling workshops, and resume writing. She also discussed internship awards such as: Career Center Internship Award (\$1,000), and the Stand Up for San Bernardino Award (\$1,000) – students that secure an internship can apply for the award. Angela stated that she is available to drop by to classes to help students with employment/career questions. She asked Chairs to please encourage students to attend drop-ins, workshops, and to make appointments to see her.