

Council of Chairs Meeting
Thursday, April 18, 2019
10:00 AM – 11:45 AM | UH 237

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

Approval of Summary Notes from the March 21, 2019 meeting.

1. Dean's Office Report and Group Discussion:

- **Reassigned Time Acknowledgement and Request Form & Reassigned Time Report Form:** Felipe Jimenez, Dean's Office, and Alysha Timmons, WLL, demonstrated and explained the new Reassigned Time Form that faculty will be submitting electronically when requesting reassigned time. This will streamline the request process and is also eco-friendly. Felipe and Alysha gave an example of how the form is sent to Chairs and the Dean. This should be submitted towards the end of the Spring Quarter for the upcoming Academic Year. Council provided feedback of both forms discussed.
- **Reassigned Time Guidelines:** Interim Dean Chuang provided Chairs with the status of the Reassigned Time Committee and also shared a draft of the reassigned time guidelines. Chairs discussed and made some minor revisions the guidelines. Dean Chuang asked chairs to provide any further feedback and revisions to Diana De La Cruz, to compile and send to the committee.
- **Faculty Searches in AY 2019-2020:** Dean Chuang asked Chairs to please send a Department Hiring Priority List of faculty for the 2019-2020 Academic Year, along with a rationale for each request. The information must be sent to Dean Chaung and Diana De La Cruz. The list is due by the end of April/early May.
- **Process and Timeline for Compiling the Offer Package at the Departmental Level:** Dean Chuang asked Chairs what their department hiring process is. Interim Dean and Chairs discussed the timeline and process of interviewing, choosing finalists, providing the Dean with a recommendation, and making an offer. Department chairs recommend that there should be a deadline for the offer package. Dean Chuang also asked chairs to refer to the Applicant Hiring Folder link when assembling the hiring folder: <https://www.csusb.edu/faculty-affairs-development/docs-forms/recruitment-forms>

2. Professor for A Day: TIME CERTAIN 11:15AM

Susana Barbosa, Alumni Engagement and Program Coordinator and Michael Arteaga, Alumni Engagement Specialist, spoke about Professor for A Day and the purpose for having alumni come back to their alma mater to speak to students about their career and how their experiences in the classroom have been utilized in their professional careers. They also mentioned that they will also launching mentor programs and new initiatives soon.