

College of Arts and Letters  
Council of Chairs Meeting  
Thursday, May 23, 2019 | UH 237

Attendees: 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 May 9, 2019 meeting.

**1. Time Certain: 10 AM**

Provost McMahan and AVP Yildirim visited Council to converse about the importance of collegiality and dialogue between colleges, departments, and Academic Affairs.

**2. Dean's Office Report and Group Discussion**

- **Compendium of Faculty Scholarship and Creative Activities:** Dr. Chuang said she attended the Faculty and Staff Book Launch on Monday, May 13. Seven faculty books and three book chapters were acknowledged from the College of Arts and Letters.
  - i. Graduate Studies has made a second call for faculty to submit any publications and creative activities (anything from March 2017 – March 2019). Dr. Chuang sent out a template for Chairs to follow; the information from departments is due to Diana by Wednesday, June 5.
- **CAL End of Year Celebration:** Dr. Chuang shared with Council that the End of Year Celebration is scheduled for May 29, 2019 at Castaway Restaurant in San Bernardino, CA. There will be a short program and awards ceremony for the CSUSB Outstanding Faculty and the CAL Outstanding Faculty. There will also be a staff and retirement recognition.
- **Faculty Searches in AY 2019-2020:** There will be 10 faculty searches in the college for the upcoming academic year (2019-20). Council discussed the topic of *open rank*.
- **Summer School:** Dr. Chuang and Michelle will attend a Summer Go or No Go Meeting soon to determine any course cancellations. Dr. Chuang briefly explained the process of course cancellations for summer session.
- **Winter Schedule:** Dr. Williams shared that the production/build for winter quarter continues up until Friday, June 14.
- **SSPII Search Update:** Dr. Williams shared that the search committee invited two candidates for a second interview. The committee plans to conclude the search during their meeting on Friday, May 24.
- **Transfer SOAR DATES:** Dr. Williams reminded Chairs to find faculty members to cover SOAR sessions; dates are on the team drive (under *CAL Chairs*). He also asked Council to inform Sarah Ellison if department coverage is needed for SOAR sessions by May 30, in order to plan accordingly.

## SUMMARY NOTES

- **Part Time (PT) Fund:** Michelle notified Chairs that she will be reviewing the PT budget line and will present the report during the next chairs meeting. She will also be providing a report on Year-End funding.
- **PageUp:** Michelle announced to Chairs that there will be a new requisition system for faculty searches called *PageUp*. Michelle notified Chairs that ASCs will be assisting with the new system since there is more information that needs to get submitted/input. Michelle stated that she is currently planning to host a training with ASCs and Tammy from Faculty Affairs on June 11. Michelle stated that she will plan a future presentation of the system to be done during a council meeting. In addition to the system being fully online, Dr. Chaung asked Chairs to please form search committees now since the information will be submitted to the system upfront.
- **Discussion of Reassigned Time Recommendations:** Dr. Chuang asked Chairs to provided feedback on the new Reassigned time recommendations. Discussion about excess enrollment was done in depth. A *Chairs Recommendation* column was added on the spreadsheet below, for Chairs to submit their recommendations.

See attached or [CAL Chairs Team Drive Reassigned Time Subfolder](#)