

College of Arts and Letters
Council of Chairs Meeting
Thursday, May 9, 2019 | 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 April 18, 2019 meeting.

1. Dean's Office Report and Group Discussion:

- **Discussion and Approval of Reassigned Time Report Form:** Felipe and Alysha returned to council with amended reassigned forms from the feedback that CAL Chairs gave. Felipe and Alysha explained how the process is more efficient and the form will only be required when reassigned time is given by the college or department. Dr. Chuang asked for feedback on when the forms should be established; council agreed for Fall 2019. The forms will be sent out on May 28th and will be due on June 18th.
- **Vote for Outstanding Faculty and Lecturer:** Diana reminded Chairs to please vote for outstanding faculty by Friday, May 10th.
- **Provost's Future Visit to Discuss Chair's Review with Us:** Dr. Chuang announced to Chairs that Provost will be visiting Council to discuss the Chair's review. Chairs and Dean discussed the review in depth.
- **Faculty Searches in AY 2019-2020:** Dr. Chuang announced the searches that have been approved from the Provost.
- **SSPII Search:** Dr. Williams announced that the search for five SSP II positions has concluded but it was unsuccessful for CAL. The search committee is currently working on filling that vacancy.
- **SOAR and Advising Report:** Dr. Williams stated that department representatives are needed for transfer and first-time freshmen SOAR sessions. A representative from COMM and Liberal Studies is needed for the May 18th SOAR session (and other dates). Please give your department representatives to Sara by May 30th. Orientation days are on the shared drive under *SOAR Reserved Seats* folder in the *CAL Chairs + ASC Drive*.
- **Winter 2020 Schedule Build:** Dr. Williams shared that winter build begins May 13th through June 14th. Materials have already been distributed. The EMS optimizer will run from June 3rd and June 4th.
- **Office Coverage & ASC Work Schedule:** Dr. Chuang called attention on department office coverage for the campus working hours of 8 AM - 5 PM. Please let the Dean's Office know when department ASCs are away.
- **Remind Faculty to Report Their Absence to the Department Office:** Dr. Chuang asked Chairs to please ask their faculty to report to their department when they will be away from the classroom or on a trip for business.

- **Disability Sensitivity Training:** Dr. Chuang called attention on disability training that is needed when dealing with faculty, students, and staff. In the future we will host a training on disability sensitivity.