

College of Arts & Letter
Council of Chairs Meeting
Thursday, September 3, 2020 | 1:00 PM – 2:30 PM

Attendees: David Carlson, Rueyling Chuang, Kelly Dortch, Parastou Feiz, Stacey Fraser, Michelle Fuller, Matthew Poole, Shafiq Rahman, Peter Robertshaw, Terry Smith, George Thomas, and Peter Williams.

1. Group Discussion

- **Supervision Forms:** Dean Chuang asked Chairs to please double check Supervision Forms for accuracy of units and course number. This will help in processing the forms efficiently.
- **Department Evaluation Committee:** Dean Chuang informed Chairs that Dr. Rong Chen, the College Elections Officer, will be sending information regarding department RPT elections and ballot processes.
- **Fall Enrollment:** Dr. Peter Williams, Senior Dean's Fellow, shared that fall enrollment for the college is at 92% of target and the university is at 94%. Dr. Williams stated that there have been a lot of students that have been dropping courses during the second week of classes. Dr. Williams also shared a graph showing FTES changes and comparisons from past quarters.
- **Fall Census:** Dr. Peter Williams reminded Chairs that Fall Census is on Monday, September 21st.
- **Spring Targets:** Dr. Williams stated that spring build has started and the optimizer has ran already. Dr. Williams showed an excel sheet with department target numbers and Council examined the sheet in depth.
- **Budget or the Lack Thereof:** If there is something that urgently needs to be purchased, please purchase it and charge it to your general account.
- **Large Lecture Compensation and Entitlements:** Michelle Fuller, Administrative and Budget Analyst, shared that Faculty Affairs and Development indicated that when the colleges give faculty units for large lecture compensation, they should maintain the same amount of entitlements instead of increasing entitlements.
- **Department Representatives to Serve on the College Curriculum Committee and College Professional Awards Committee:** Dr. Feiz, Interim Associate Dean, asked Chairs to please forward faculty names of department representatives for the Curriculum College Committee and any department representatives for the College Professional Awards Committee.
- **Overview of CAL Events in AY 2020-2021:**
Dean Chuang and Dr. Feiz showed Chairs an overview of the CAL Events Calendar which serves as a monthly draft of planned CAL Podcasts and Talks.

See attached CAL Event Calendar or Go to CAL Chairs Google Shared Drive and then open the "CAL Event" folder:

https://docs.google.com/spreadsheets/d/1Nrf4qL4t1cN2s4GAo7o_gPh8k_YzvCj4OGzW31QfMmk/edit#gid=0

-MEETING ADJOURNED AT 2:34 PM-