

College of Arts and Letters

Council of Chairs Start-of-Year Retreat

DoubleTree Hotel by Hilton | Claremont, CA

Monday, September 09, 2019

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

I. Welcome and Introductions: Who are the members of the CAL Leadership Team?

II. Information Items: Dr. Peter Williams, Interim Associate Dean

- **FTEs (Full Time Equivalent Student) Targets (*handout*):** Dr. Peter Williams went over FTEs history and targets for the upcoming academic year (probabilities for AY 19-20 are in red font).
- **CAL Majors (*handout*):** Dr. Williams showed Chairs the single student major count. The *handout* also provided a history of major count which shows how each department is doing. The table also showed that the student transfer number has grown for CAL.
- **Dashboard Sites (*handout*):** Dr. Williams demonstrated the IR dashboards sites and the different functions of the codes that are provided for the college.
- **Professional Development Fund:** Dr. Williams and Dr. Chuang stated that the college will be giving each Tenure-Track Faculty and Full-time Lectures \$1,000 for Professional Development (this is separate from what Academic Affairs provides). Faculty members who are on leave or participating in the Faculty Early Retirement Program (FERP) will not be given the funds.
- **Supplies and Services (*handout*):** Dr. Williams went over the Supplies and Services spreadsheet which showed how much money has been allocated for each department.
 - i. Dr. Chuang stated that the college will not keep any rollover money that is left from each department. In addition to additional funds being available, Michelle will be creating a spreadsheet that monitors the additional expenditures for each faculty member. Michelle will be uploading the spreadsheet on the shared drive.
- **Class Scheduling for Semester Calendar (*handout*):** Dr. Williams showed a draft of what the college semester allocation is based on the room information that is currently available. Dr. Williams reminded Chairs that there is a University Hour where no scheduling can take place (12:00-12:50 PM). Dr. Williams also went over exceptions to the standard time-blocks under semesters; if you have classes that have an exception, please forward the class information to Dr. Williams (*please note that the exceptions need to have pedagogical reasoning*). The final allocation will be under review by the end of the year.
 - i. **Dept. Summary:** Shows how many rooms you have for what date, what size and what time block.
- **College Committees:** Dr. William announced that there are college committees that are in need of members:
 - i. **College Evaluation Committee:** *Two representatives needed* (four people total).
 - ii. **Curriculum Committee:** *One faculty member per department* (please forward faculty names to Diana).

- iii. **Professional Awards Committee:** *Five members needed (committee reviews mini grants and summer stipends).*
- **HUM Part-time Evaluation Committee:** Dr. Williams asked Chairs to forward names of faculty members that would be willing to review part-time evaluations for lecturers in the Humanities Department (*a committee of 3-4 members*).

III. Reminders: Dr. Rueyling Chuang, Interim Dean

- **Council of Chairs Meeting Dates/Time-Block:** Dr. Chuang requested for there to be a time block for every Thursday from 10 AM - 12 PM which will be reserved for college business: Council of Chairs Meeting, One-on-ones with Dean and/or Associate Dean, etc.
- **CAL Calendar of Important Dates for Chairs:** Dr. Chuang also announced that there will be a calendar that will provide important dates and deadlines for Chairs (this calendar will also be uploaded to Google Drive titled, *Chairs and ASC*). Matthew Poole, Chair for the Art & Design Department, suggested for an Outlook calendar to be shared online as well.
- **Department Office Coverage:** Interim Dean Chuang reminded Chairs to please notify the Dean's Office when departments will be closed and/or when Department Administrative Coordinators are out. It is also required for a sign to be placed on the door stating that the office is closed and that they may be directed to the Dean's Office for assistance.
- **Office Hours for Faculty:** Dr. Chuang reminded Chairs that office hours are due to Leo by Tuesday, October 2nd.
- **Recruitment:** Dr. Chuang announced that in the upcoming academic year there will be twelve (12) faculty searches. Dr. Chuang stated that when Chairs forward the committee's recommendation to her, the department coordinator must begin to gather the recruitment folder and committee member's signature.
- **Standard Time Blocks for Scheduling (Quarter):** Dr. Chuang reminded Chairs to follow the standard time block. Nineteen (19) courses are not compliant to the standard time block. Dr. Williams will be contacting department Chairs with further information.
- **Roadmaps for Semester Calendar:** Dr. Chuang asked Chairs to please revise semester roadmaps for respective departments by December.
- **Success Indicators:** Dr. Chuang asked Chairs to identify Success Indicators for lower and upper division courses (*this will also be due in December*). Once indicators have been identified the information will be given to Professional Advisors.
- **Entire Class Schedule for Next Academic Year:** Dr. Chuang shared that Undergraduate Studies wanted some input on whether Chairs would be able to create an entire class schedule for each department for the next academic year. Chairs concluded with a deadline for January 10, 2020.

IV. Faculty and Student Mental Health and Disability

TIME CERTAIN – 10 AM: *Dr. Beth Jaworski, Assistant Vice President, Student Affairs*

- Dr. Jaworski gave a presentation on the CARE team and its process on how to submit any referrals. She also presented on CARE resources and program knowledge.

V. **Projects, Performing Arts Expansion, and College Director of Development**

TIME CERTAIN – 11 AM: Kimberly Shiner, Associate Vice President, University Development

- AVP Kim Shiner gave a brief overview of how the college is doing in regards to advancement/donor relations, and in the search for a new College Director for Development. Kim stated that she is hoping for the position to be filled by mid-October and there will be invitations that will be sent to Council to meet candidates.
- Dr. Chuang also expressed the importance of being involved with the Office of Advancement in raising the funds for the Performing arts expansion.

VI. **Reassigned Time Request:**

- Dr. Chuang shared that the Dean's Office will be working on creating/fixing the previous Reassigned Time process forms. Updates on the process will be forthcoming.

VII. **Budget: Michelle Fuller**

- Part Time Budget Usage in Last Academic Year:
 - i. **CERF Funds (handout):** Michelle asked Chairs to please spend CERF funds using the justification that is benefiting self-support. CERF funds for fall enrollment will come later.
 - ii. **Carry Over Funds (handout):** Michelle explained the handout showing 2018-19 rollover money and the funds for the upcoming academic year 2019-2020. Dr. Chuang stated that if faculty do not use their professional development fund this academic year (the 1K), it will not be rolled over to next year.

VIII. **Travel Support & New System:**

- Dr. Chuang and Michelle stated that there is a need to track how money is being spent (specifically looking at travel expenses and what is being funded by the Provost). Dr. Chuang stated that with travel, each department needs to be aware of how much faculty members are spending in this area. The tracking sheet will assist in this area.

IX. **Strategic Plan/Prioritizing Goals for the 2019-2020 Academic Year:**

- **Level 1:** Clear and present danger... (AY 2019-20)
- **Level 2:** Something on the horizon... (AY 2020-23)
- **Level 3:** Somewhere over the rainbow... (After 2023)

Dr. Chuang thanked Chairs for all of their input that they gave in the monthly reports. The monthly reports will be outlined based on the strategic plan goals and objectives. Each department needs to only provide what is a priority to their department. Dr. Chuang asked chairs to split into small groups and list concerns and challenges that they see forthcoming in the academic year and ask: How do you plan to address the concerns? and What assistance do you hope to receive?

X. **Everything Q2S**

Dr. David Carlson (aka Mr. Q2S)

- Dr. David Carlson, Chair for the English Department, shared a PowerPoint presentation with Council that he created about everything that there is to be aware in the semester system (from a department perspective).