Council of Chairs Meeting

February 6, 2023

BI-104

Attendees: Cousins, Jetter, Dabbs, Escalante, Maynard, Todd, Chao, Dajani, Tolar-Peterson, Yu, McGill, Torner, Maynard, Pantula, Valencia

1. Meeting Minutes – Minutes from 1/18/2023

Minutes approved.

1. Teaching Online – Dr. Brad Owens (Time Certain at 1:15 p.m.)

Shared the Online Course Services from the Chancellor’s Office where the Introduction to Teaching Online Using QLT (there are two offerings this semester) and the Advanced QLT Course in Teaching Online. There is another training – Reviewing Courses Using QLT Rubrics. There is a Self-Review of the QLT. All current grant programs available on the FAD website (updated at the beginning of the term). The certification does not expire. For new faculty, as soon as they receive an ID, they are eligible to complete the training and they can receive the stipend.

They are looking for a new TRC director and the Faculty Mentoring Network Director is Dr. E Algean.

1. Dashboards – Pre-requisite tool – Undergraduate Student Success in Subsequent Courses

Dr. Cousins conducted a demonstration on the dashboard and utilizing the dashboard. A link will be sent to the department chairs via Teams.

1. STEM Gym Tour
2. Informational Items
3. Announcement from chairs

Program reviews conducted last week for Kinesiology and for Computer Sciences. One of the items that came up was advising, working with Ian Banuelos (ASUA).

1. Announcements by administration
* Guillermo’s Report
	+ STEM Gym
	+ DEI Initiative Update

An email sent out to all faculty and receive replies from twenty-six members and will organize listening sessions for the participants.

* + Space Management Update

Will be doing a re-inventory of the space for the college.

* Dave’s Report

CSUSB March 25, 2023 – Open House – Choose CSUSB

Check in is at 12 noon and with a presentation by Admissions at 12:30pm. The Colleges will have an opportunity to meet with students at 1pm and, at 2 pm they will go on a campus tour. David asked what kind of presentation does the College want to do. We will be recruiting students for a student panel. David also suggested splitting into two groups – STEM and Allied Health majors. Dave asked if the group wants the tour to include a stop by their departments. Dave will take care of the student panels (for both rooms). It was suggested to have a representative from each department to allow for a small group.

* Roberto’s Report -no report
* Sally’s report
	+ Scheduling Update for Spring, Summer, Fall 2023

The College is at 100% for the Spring at 2023 (at 2 students over the target). The university is at 95%. Spring census is February 17. For Summer, classrooms assignment can begin again after February 27. For fall 2023, the schedules were validated last week and the optimizer will run today. For fall 2023, for online and hybrid courses, she is reviewing if the C or P forms have been submitted and will follow up with department chairs.

Met with Dr. Campbell and she will send out her notes via email to the department chairs. Michael Karp is overseeing the schedule at PDC.

A column listing WTUs has been added to the dashboard on the Courses by College and Department, to help determine the cost of the teaching.

* Sastry’s report
	+ Provided an update on his meeting with the President and the Provost. Their concern is to keep the enrollments up. Asked the College to have better advising for pre-nursing students. Emphasize connecting with the high school and community colleges. Provided an update on the department chair and faculty searches and third year reviews.
	+ Approved some more equipment requests. Asked department chairs to make sure they stay on top of the purchases. Also, on the faculty start up packages.
	+ Has a presentation to Cabinet on Deep Dive (student and faculty research).
	+ Please provide the Dean with any concerns/issues with faculty and staff.

Zoom Link - <https://csusb.zoom.us/j/8576302459>