

College of Arts & Letters Council of Chairs Meeting
Thursday, January 14, 2016
10:00 AM – 11:45 AM

SUMMARY NOTES

Attendees: Terry Ballman, Rueyling Chuang, Matthew Davidson, Martha Diazgranados, Michelle Fuller, Sunny Hyon, Carmen Jany, Todd Johnson, Matthew Poole, Terry D. Smith, Michael Salvador, Katherine Thomerson.

- 10:00 – 10:15 (Time Certain): Cindy Levin, Travel Program Coordinator, showed the on website that will be used to process travel arrangements on-line: The Travel & Expense Management System with Concur. Faculty and staff will be able to process authorization requests, booking, and expense reporting. Department Chairs have the ability to give the Department ASC's authorization to pre-approve travel. Faculty will need to book their own travel; ASCs can assist with the process. The system has a tutorial available, but Ms. Levin will be able to attend any department meetings. CSUSB travel website: <http://travel.csusb.edu/concur.html>.
- 10:15 – 10:30 (Time certain): Sara DeMoss, CAL's New Professional Advisor
Dean Ballman introduced the new Professional Advisor for the College, Sara DeMoss who comes from the University of Redlands. Dean Ballman asked chairs to please share any advisement resources or documents with Ms. DeMoss.

Approval of Summary Notes from 12/3/16 Chairs Council (as amended)

1) Announcements

a. Chairs

- ART: Professor Annie Buckley has received several of awards for her work in Community Based Art. Tom McGovern was awarded an IRP for his work with the Dotphotozine Magazine that displays students work.
- COMM: The new film production class, COMM 449, will be producing three student films that also involve students from across the CAL: Script writers from English, actors from Theater Arts, composers from Music, and graphic designers from Art. The department chairs and relevant faculty are collaborating on this interdisciplinary opportunity for CAL students.
- MUSIC: There will be a combined faculty, student, and alumni Opera Production at the beginning of February.
- TA: Will be sending 16 students to Manoa, Hawaii (University of Hawaii)
- The San Bernardino City Art Walk is on May 19 (there will be food trucks).
- WL&L: Professor Danny Doueiri received a grant from the QATAR Foundation.

b. Dean's Office

Associate Dean:

- Enrollment: The College is at 106% target for winter quarter. HUM courses are at 120%; all departments are over or close to 100% target. Summer Build Phase 1: This year the deadline is February 1, otherwise the system will shut down.
- Dean Ballman is hoping for a minimum of 18 students for summer school class sizes. However, compelling reasons will be taken into consideration for a lower number, specifically for upper division classes in order to meet students graduation needs.
- Dr. Chuang described the process for the submission of mini grants through <http://csusb.infoready4.com/CompetitionSpace/>. The deadline is January 25, 2016 by 5 pm. The

number of possible awardees is 20. The maximum awarded is \$5,000 dollars, and faculty will need to complete a budget and course release form. Proposals need the approval of the Department Chair and College Dean for assigned time.

- Lottery and General Funds: Lottery funds are to be used for instructional expenses only. February 10 is the deadline to send specifications for equipment needs. The following needs to be specified: vendor information, specifications, and cost. College IT personnel will provide recommendations about the specifications of equipment needs, and standard packages for IBM and MAC computers. Mr. Ken Han will provide the history of faculty computers to estimate time frame to replace computers.

Dean Ballman:

- Emergency events: The campus had a training the week after the December 2 occurrence. Dean Ballman asked the Chairs if they considered necessary to have an emergency training for CAL. VP Freer was informed about the need to have locks in classrooms for emergency purposes.
- Dr. Kim Costino is the new Director for semester conversion (Q2s). Dean Ballman will ask Dr. Kim Costino to address the CAL Chairs Council.
- The College hired a new IT person, Mr. Leo Li.
- Grade roster: Please inform your faculty that they must comply with the deadline for the submission of grades. Some faculty did not submit grades for the fall 2015 quarter in a timely manner.
- CAL Holiday Video: Dean Ballman thanked the Chairs Council for their participation in the holiday video. She received lots of good feedback from on campus and off campus. Special thanks to Mike Wichman for the outstanding work with the video (he will receive a thank you and gift cards).
- CAL faculty roundtable will take place on Friday, January 29th at 3:00 PM in UH 241. Many thanks to T.C. Corrigan, Mihaela Popescu, Luz Elena Ramirez, and J. David Jerez-Gomez. Please encourage your faculty to attend.

2) Revised Policy on SOTEs: FAM 652.4, Section 4 pp. 9-11

There has been an issue with all courses being SOTE'd specifically, thesis project, and team taught courses. The practice has been that all classes are SOTE'd with the exception of classes with less than 5 students, team-taught courses, and other courses such as field experiences, thesis, independent projects, etc. Faculty cannot request that a particular course they are teaching not be SOTE'd, but many faculty can request that SOTEs not become part of their file. Please refer to the FAM 652.4 for specific information. For temporary faculty or lecturers all classes are SOTE'd and all are included in the WPAF.

3) Faculty Professional Conduct – Dean Ballman

- a. SOTEs: The purpose of the SOTEs is to improve teaching performance. Students need to be able to trust that the SOTE process is anonymous and confidential. Faculty must abstain from making any comments to students about SOTE results.
- b. Office Hours: FAM 852.6 and 827.3 (Distributed Learning Policy): Faculty office hours need to be posted. The FAM specifies that faculty need to schedule five office hours per week (four hours shall be scheduled in advance and at least one scheduled by appointment each week).

4) Staff Appreciation Luncheon: Tomorrow (Friday, January 14, 2016 at noon)!