

SUMMARY NOTES
Council of Chairs Meeting
Thursday, November 09, 2017
10:00 AM – 11:50 AM | UH 237

Attendees: Terry Ballman, David Carlson, Rueyling Chuang, Kelly Dortch, Michelle Fuller, Robert Knop, Thomas McGovern, Bradford Owen, Matthew Poole, Tony Roy, and Terry Smith.

Approval of Summary Notes from 10.26.17 Chairs Council Meeting

TIME CERTAIN: 10:10 - 10:30 Summer Session: Dean Tatiana Karmanova, CEL

- Dean Karmanova shared enrollment history of self-support summer session. She stated that students are often not aware of financial aid support for summer session. Dean Karmanova explained to CAL Leadership that it is very important to understand Financial aid to help and inform students. In addition, she shared that thanks to the Graduation Initiative Grant that CEL established, 414 students were able to graduate in Summer 2017!

1. Announcements

a. Chairs

b. Rueyling Chuang, Associate Dean:

- **College Curriculum Committee:** Dr. Chuang reminded Chairs to please ensure the accuracy of curriculum forms prior to submission on CIM (Course Inventory Management). She also demonstrated a C-Form and elaborated on how to fill out the form properly on CIM.
- **Google Drive:** Dr. Chuang shared that she has created a CAL Chairs Google Drive that has all information in regards to room allocations, FTES, etc.

a. Dean Ballman:

- **CSU DACA Resolution:** Dean Ballman informed Chairs that she had read in *Los Angeles Times* that the CSU Board of Trustees had passed a resolution supporting DACA students. This resolution is designed to protect about 8,300 students within the system.
- **CCAS Conference:** Dean Ballman shared that she and Dr. Chuang attended the annual meeting of Council of Colleges of Arts & Sciences in Denver, Co. One day was dedicated to the CSU HSSA deans (Humanities, Social Sciences and Arts), with most of the presentations and discussions related to Graduation Initiative 2025. CCAS tends to dedicate a great deal of its efforts toward underscoring the importance of the humanities and social sciences.
- **ASCs and Procedures:** Dean Ballman shared that she had a telephone conversation with Doug Freer, Vice President of Administration and Finance, and spoke about the importance of involving departmental ASCs when the university is considering implementing new processes that will directly impact their work.
- **Strategic Communication:** Dean Ballman met with AVP Bob Tenzcar who said his team is very interested in highlighting students, faculty, and staff stories. Dean asked Chairs to forward current student and alumni information that the department would like to highlight. Please send information to Diana De La Cruz. This is helpful in promoting and recruitment efforts for our degree programs.

2. Budget – M. Fuller

- **Closed Captioning (CC):** Michelle Fuller informed Chairs that any video request for the website or the CAL Digital Monitors, need to have closed captioning (CC). Michelle stated that she will email Chairs contact information if CC is needed.

3. Q2S

- Please remember the Provost and Dean's message when creating courses. Our budget after 2020 is unlikely to be much different than our current budget. Be sure to balance small classes with larger classes. SFRs per program will need to rise. No program is to propose curriculum that will be more costly under Q2S than its current budget.

*Continuing discussions: Updates on RoadMaps/Advising Plans; Bottlenecks (frequency of offerings; DFWI repeat courses); SuperSeniors; EAB Campus