

College of Arts and Letters
Council of Chairs Meeting
Thursday, January 18, 2018
10:00 AM – 11:50 AM | UH 237

Attendees: Jennifer Andersen, Terry Ballman, David Carlson, Rueyling Chuang, Kelly Dortch, Michelle Fuller, Robert Knop, Thomas McGovern, Brad Owen, Matthew Poole, and Terry Smith.

Guests: Rachel Beech (AVP, Admissions and Student Recruitment), and Jeffrey Fischer-Smith (DOD, Development).

Approval of Summary Notes from 11.09.17 Chairs Council meeting

1. Announcements

a. Dean's Office:

- **Dr. Chuang**, Associate Dean:
 - **Faculty Office Hours:** Dr. Chuang reminded Chairs' about faculty office hours for the winter quarter. Dr. Chuang stated that an office signage template is available for any departments that may need it. In addition, she also shared that office hours are posted on the college website for reference.
 - **Equipment Requests:** Equipment Request Forms for AY 17-18 have been uploaded to the CAL Chairs' Google Drive.
- **Jeffrey Fischer-Smith**, Development - TIME CERTAIN 10:10 – 10:20:
 - Dean Ballman announced that Jeffrey Fischer-Smith will be the Director of Development for the College of Arts and Letters effective February 01, 2018. Jeffrey shared his educational and professional background with chairs and said he will be meeting with each of them to target department needs.
- **Dean Ballman:**
 - **CAL Holiday Video Success:** Dean Ballman thanked chairs for their participation in the CAL Holiday Video and shared some of the many favorable comments that were received from across campus about the video.
 - **CAL Monitors:** Dean reminded chairs to please send department events/announcements for the UH monitors to Diana De La Cruz.
 - **Faculty Achievements/Winter CAL Newsletter:** Dean asked chairs to please send all faculty and staff achievements to Alicia Corral for the Winter CAL Newsletter.

2. Budget:

- **Michelle Fuller:**
 - **Part-time Lecture Allocations:** Michelle explained the new Part-Time Lecturer Funding Model for allocating funds to the department. The new funding model is based on FTES targets. It is still a work in-progress and will be evaluated and revised for the next academic year.
 - **Part-time Candidate Pools (Class cancellations, retired annuitants):** Dean Ballman stressed that it is very important to develop a good candidate pool to help address last minute class additions.
 - **Re-Assigned Time Taskforce (Dean):** Dean Ballman stated that a CAL Reassigned time taskforce has been formed with representation from each department. They will be making recommendations on what are reasonable re-assigned duties and responsibilities, and time. Dean Ballman shared that effective Fall 2018, any course releases other than from external

of central grants (e.g. TRC), related to the department and college, will need approval of the Dean.

3. College Events:

- Dean Ballman reminded chairs of upcoming college events and asked them to encourage their faculty to attend:
 - a) Staff Appreciation Luncheon – M Jan. 22
 - b) State of the College Chat – T Jan. 23

4. Rachel Beech, Assistant Vice President – Admissions and Student Recruitment -

TIME CERTAIN 11:15 – 11:30:

- Dr. Beech discussed her role in outreach and recruitment activities, and her desire to assist the college to collaboratively recruit students to Arts and Letters majors. She gave an example of how fact sheets show information about majors and prospective career opportunities and are helpful when speaking to high-school and transfer students. She also suggested for departments to gather frequently asked questions (FAQ) and questions about departments and programs. She asked department chairs to forward information about a departmental point of contact for her to have when sending out college recruitment information.

5. Campus Emergencies and Safety:

- Dean mentioned Vice President Doug Freer's report on the Shots Fired incident on Wednesday, January 10, 2018 in the Visual Arts building, and noted that those who had had training responded in a superior manner to those who had not. Dean Ballman shared that at the last Senate meeting the ASI President, Andrea Dávalos, said that students look to their faculty as experts to know what to do in an emergency situation. A video link was shared of videos related to this topic on the Campus Police Department website. The Dean encouraged the chairs to encourage faculty to participate in training.

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