

College of Arts and Letters
 Council of Chairs Meeting
 Thursday, February 1, 2018
 10:00 AM – 11:50 AM | UH 237

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

Guests: **Dr. Luz Elena Ramirez**, Dean's Fellow for Faculty Scholarship and Creative Work, and **Dr. Astrid Sheil**, Public Relations Specialist for CAL.

Approval of Summary Notes from 1.18.18 Chairs Council meeting

1. **TIME CERTAIN 10:10 – 10:20 AM: Dr. Luz Elena Ramirez**, Dean's Fellow for Faculty Scholarship and Creative Work
 - Dr. Ramirez presented a PowerPoint presentation on some of her work promoting Faculty Research and Creative Activity (sent to Chairs via email). She showed CAL Faculty page that showcases all the work and research that faculty do: publications, quarterly colloquia, and information on grant writing (internal and external). It was suggested that arts activities could be highlighted in addition to letters activities. Dr. Ramirez asked Chairs to send her any feedback for the faculty page and overall highlights.

2. **Announcements:**
 - a. Dean's Office
 - **Dr. Chuang, Associate Dean:**
 - **Equipment Requests:** Dr. Chuang reminded chairs of the Equipment Request deadline: Thursday, February 08. She also asked to please submit all requests using the excel file loaded on the CAL Chairs Google Drive. Also, Dr. Chuang urged chairs to ask Ken Han to first provide quotes on equipment cost prior to request submission.
 - **Course Match Submission:** Dr. Chuang announced that the deadline for Course Match is Friday, February 09. Dr. Chuang offered to provide help to departments interested in participating in Course Match.
 - **Fall Schedule:** Building for the fall quarter 2018 begins Monday, February 26, through Monday, March 19, for phase one production.
 - **Dean Ballman:**
 - **CSU Budget:** Dean Ballman stated that the budget projection for the upcoming academic year will be very challenging (Michelle Fuller will elaborate).
 - **Meeting with Vice President Brian Haynes:** Dean Ballman met with VP Haynes and spoke about exciting upcoming news:
 - **Coyote Village and Coyote Commons:** New student housing, Coyote Village, which will house Honors College opening Summer 2018. Coyote Commons will also provide seating availability for 50-60 faculty and staff.
 - **Expansion of Student Union:** SMSU expansion result of a vote by students to increase student fees to pay for the expansion. Ground breaking will take place in 2019. These initiatives are thanks to funding from student fees and user fees.

- **State of the College Chat:** Dean Ballman thanked Chairs for encouraging their faculty and staff to attend the State of the College Chat. She shared that she would like to see more junior faculty attend so that they could gain more information about the college. The chat covered budget, time-to-degree, and importance of Act of Violence training. In addition, Dean mentioned that she had asked the Campus Police Department if training could be provided that is briefer than 4 hours in length. Recently, training options were announced that are 90 minutes in length.
- **Assessment Coordinator:** Dean Ballman asked Chairs to identify someone from their department who is knowledgeable about assessment who will be interested in being the assessment coordinator for the college.
- **Graduation Initiative 2025:** Dean Ballman shared that she will be meeting with faculty (and their chair) who have classes with higher than 20% of DFWI rates.
- **Class Scheduling:** If you have a group of students that need a specific class to graduate, please notify the Dean's office to discuss.
- **Stress? -** Dean Ballman gifted each chair with a stress ball and reminded them that she is always available to help.

3. Budget – Michelle Fuller, Administrative/Budget Analyst:

- **CSU Budget:** Michelle shared that there was a recent article in the *Los Angeles Times* dated January 30, 2018, in which Governor Brown released the 2018-19 budget plan with reduced funding for the CSU. The finalized proposal will be presented in May. CSUSB's central budget office is doing a forecast that they will post on the budget website.
- **CAL Budget Request Form:** Felipe Jimenez created a budget request form for faculty seeking additional funding from the Dean's office. Michelle mentioned to Chairs to inform their faculty to seek funding assistance from the department and college *prior* to going to the Provost or President's office. The form will be posted on the college website.
- **Trust Accounts:** The Chancellor's office is mandating that the college review and streamline trust accounts by June 30, 2019. Some trust accounts will be moved to general funds, and fees will be switched to a new fund.

4. Student Needs (Food, Housing, Clothing....):

- A significant percentage of CSU students suffer from housing and food insecurity. Dean Ballman shared a flyer with Chairs that has information on the resources that the campus provides for students (CARE, Obershaw DEN, tutoring, etc.). Dean Ballman reminded Chairs about the CARE Team which has a licensed social worker and licensed psychologists. Dean Ballman asked chairs to urge their faculty to be mindful of the possible needs our students have and share student resource information in their classes.

5. TIME CERTAIN 11:15 – 11:25 AM: Dr. Astrid Sheil, Communication Studies and Public Relations for Specific Programs

- Dr. Astrid Sheil introduced herself and shared information of her public relations background and her educational journey. Dean Ballman said that Dr. Sheil will be assisting departments to promote degree programs, starting with the smaller programs. Dr. Sheil mentioned that marketing materials such as brochures and success story videos are always helpful for students. Dr. Sheil shared that she will be glad to assist chairs in looking at their existing promotional material and department websites. Dean Ballman stated that the Dean's Office is able to help support these efforts.