

College of Arts & Letters
Council of Chairs Meeting
Thursday, February 15, 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, Alison Petty (representing Art Dept.), and Terry Smith.

Not in attendance: Matthew Poole and Brad Owen

Approval of Summary Notes from 02.01.18 Chairs Council meeting

1. Announcements

a. Chairs

b. Dean's Office:

a. **Dr. Rueyling Chuang, Associate Dean**

- **Equipment Requests:** Dr. Chuang received all requests and will forward approvals by Thursday, February 22 (if additional meeting is required, notification will follow).
- **Course Match (CM):** Dr. Chuang followed up on CM submissions for the spring quarter. A total of six courses were approved.

a. **Dean Terry Ballman:**

- **Women's Leadership Conference:** Dean Ballman mentioned the Women's Leadership Conference which was held on February 2.
- **Diversity Conference:** Dean Ballman spoke about Dr. William Harvey's visit. Chairs made positive comments about the luncheon they had attended. Dean shared that she attended the Dean's Special Session and closing session.
- **Reassigned Time Taskforce (RAT):** Dean Ballman shared with Chairs that the RAT taskforce met again on February 2 and discussed budgets in relation to reassigned time.
- **Winter Faculty Colloquium:** Dean Ballman mentioned the success of the faculty colloquium on February 13 which focused on gender. Presenters included: Mo Bahk (COMM), Sara DeMoss (CAL), and Julie Taylor (COMM).
- **Native Voices Poetry Festival:** Dean Ballman shared that she attended the Native Voices Poetry Festival on February 10 at the Dorothy Ramon Learning Center in Banning, CA. Presentations included poetry with music and video image. Dr. Carlson also attended and made an interesting presentation.

2. Budget – M. Fuller:

- **Summer 2017 Incentive Funding:** Michelle presented the summer incentive distribution for departments. Funds can be used on any general operating expense.
- **CERF Internal Audit:** Michelle stated that the College of Extended Learning audited all university CERF fund transactions. Michelle shared findings of the auditing report and reminded Chairs that documentation is key to correlate spending to self-support programs, and Open University.
- **Winter 2018 SFR:** Michelle shared the Winter SRF report with Chairs (spreadsheet will be sent to Chairs via email).

3. 60-Second Elevator Speeches – CSUSB “We Define the Future”

a. **Why is it important to have a degree in x?**

- Chairs shared their department elevator speeches. Dean Ballman mentioned that Vice President Ron Fremont spoke about the importance of being able to have a speech which shows what the department does and what it offers. Dr. Smith shared that it is important to keep your audience in

mind (community member, donor, parents, prospective student), when speaking about programs.

4. Q2S

a. Time-To-Degree:

- Dean Ballman and Chairs discussed extensively about Q2S in regards to having large unit majors and time-to-degree. Dean Ballman explained that large programs make it difficult for students to double major or even minor. Dean Ballman shared that it is our obligation to prepare students for the workplace and careers, in addition to graduate school.

*Continuing discussions: Q2S; Graduation Initiative 2025: Bottlenecks (frequency of offerings; DFWI repeat courses)