

College of Arts & Letters
Council of Chairs Meeting
Thursday, March 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, Brad Owen, Matthew Poole and Terry Smith.

Approval of Summary Notes from 02.15.18 Chairs Council meeting

1. Announcements

a. **Chairs**

b. **Dean's Office:**

a. **Rueyling Chuang, Associate Dean**

- **Fall Production Deadline:** Phase I of Fall 2018 production has been completed. Dr. Chuang reminded Chairs that after Monday, March 19, at 9 a.m. all unclaimed classrooms will be available to other departments.
- **Mellon Mays Undergraduate Fellowship:** CSUSB will now be a participant in the Mellon Mays fellowship. This also means that CSUSB will be part of the CSU Consortium. The Mellon Mays Undergraduate fellowship helps cultivate students who will be moving on to graduate and doctoral programs. For more information, please access the following link: <https://www.csusb.edu/mmuf>.
- **2 Year Plan:** Dr. Chuang reminded Chairs to submit two year plans/schedule of department majors to Chris Lindfelt, Associate Dean of Undergraduate Studies.
- **Grades:** Grades are due on Tuesday, March 27 before midnight. Dr. Chuang urged Chairs to please remind their faculty to also submit grades for supervision courses as well. Dr. Chuang will forward names of faculty members who do not turn in grades on time to Chairs.
- **Watchlist:** Low enrolled course watch list will be sent to Chairs by Friday, March 23, 2018. Dr. Chuang reminded Chairs to work with the CAL Advising office to advertise low enrolled courses.

b. **Dean Ballman:**

- **Campus List-servs:** Dean Ballman shared that CSUSB listserv policies are now being enforced:
 - CAMPUS: Is monitored.
 - BB: Will likely be phased out due to University liability.
 - FORUM: Will remain unmonitored.
- **Chairs Meeting with the Provost:** Provost McMahan hosted a luncheon with the CSUSB Chairs. Chairs shared some information that was discussed, such as: Bottleneck Courses, Graduation Initiative 2025, iDashboards, and Q2S.
- **Dean's Review:** Dean Ballman shared that her review was successful and thanked all chairs for their cooperation and for those who served on the review committee. Dean Ballman also elaborated on her 5-year plan submitted to the Provost. The Provost said Dean Ballman's review will be in 5 years.
- **Dean's Fellow:** Dean Ballman announced the appointment of two CAL Dean's Fellows:
 - Thomas "T.C." Corrigan – Fellow for Assessment
 - Astrid Sheil – Fellow for Program promotion and Outreach
- **Career Center:** Dean Ballman reminded Chairs about the services that the Career Center offers students, such as: resume writing workshops, how to develop effective communication skills, how to negotiate salary, and internship program information. A "closet" of clothing for

interviews is available for students. Dean Ballman shared that these types of workshops will help students who are entering the workforce.

- c. **Brown Bags:** Dean Ballman met with students in her quarterly edition of Brown Bags with the Dean on Tuesday, March 06. Students expressed their concern regarding the scheduling of classes, difficulty in purchasing textbooks from the bookstore, etc.
- d. **Reassigned-time Task Force:** Dean reminded Chairs that all department and college level reassigned time needs to get approval from the Dean effective Fall 2018. The taskforce is supposed to be addressing questions like: What duties merit reassigned time; and how much time?

2. Budget – M. Fuller:

- a. **Reassigned Time Form:** Michelle notified Chairs that she will be forwarding the reassigned time form for faculty requesting reassigned time for Fall 2018.
- b. **Input Session:** Michelle shared that she will be having an input session with department ASC's on Thursday, March 22 from 9-12 p.m. to process lecturer contracts.
- c. **Wish List:** Michelle announced that the deadline to submit wish list for additional funding for the 2018-19 Academic Year is Friday, March 19.

3. Q2S:

- a. Dean Ballman asked some programs to make changes, in part based on norms in the CSU. On the graduate level, it is not fair for students to pay more. Dean Ballman explained that Q2S is a 20-30 year commitment to students and to think about curricular efficiency, interdisciplinarity, team-teaching, cost to students, etc.
- b. **GE Category C (Arts and Humanities):** Current structure of Humanities subcategories does not allow for broader content (e.g. courses on Latino Culture or on the Role of Women in Film and Literature) to be part of this category. Dean Ballman shared a list of courses in Category C offered by other CSU's that CSUSB could not offer because of the current structure.

4. TIME CERTAIN – 11:30 AM

Dr. Dorota Huizinga, Associate Provost for Academic Research and Dean of Graduate Studies:

- a. Dr. Huizinga shared her background in research and graduate studies at other CSU campuses. She shared that she has reviewed graduate programs and policies. She is in the process of revising the policy in regards to the CSUSB graduate program admission so that it is more closely aligned with other CSU's.

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