

Council of Chairs Meeting  
Thursday, April 26, 2018  
10:00 – 11:00 AM | UH 237

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

Approval of Summary Notes from 04.12.18 Chairs Council meeting

1. Announcements

- a. Chairs
- b. Dean's Office:

a) **Dr. Rueyling Chuang – Associate Dean:**

- o **Career Center Professional Development:** Dr. Chuang shared a calendar of events and professional workshops that are being offered to students (handout). Dr. Chuang told Chairs to encourage their students to attend.
- o **Institutional Research Data:** Dr. Chuang shared current department majors and minors and demographics with Chairs (handout).
- o **Advising Tools on MyCoyote:** Dr. Chuang is currently assisting with advising until College Advisor position is filled. Dr. Chuang demonstrated Q2S advising tools that are available via MyCoyote. These tools allow Chairs to see who student quarter or semester completers are.

b) **Dean Ballman:**

- o **No Tuition Increase:** Dean Ballman mentioned the memorandum sent by Chancellor Timothy White stating that there will be no tuition increases.
- o **Summer School:** Dean Ballman told Chairs to please encourage their students to enroll in summer session (and also for the faculty to encourage students to sign up). It is important for students to know that additional Financial Aid is awarded in the summer.
- o **GI 2025 Conference:** CSUSB will be hosting the Graduation Initiative 2015 Conference on Thursday, May 10 in the SMSU Events Center. Discussions will be highlighting campus efforts that can assist students to graduate in a timely matter. Keynote Speaker: Bridgette Burns, Executive Director of University Innovation Alliance. Dean Ballman encouraged Chairs to attend.
- o **Reassigned Time Taskforce:** Dean Ballman shared that the Reassigned time taskforce was scheduled to meet on April 26 to further discuss reassigned time recommendation.
- o **Outstanding Faculty:** Dean Ballman thanked chairs for nominating and voting for this academic year's Outstanding Faculty: **Alison Petty, Art** – Outstanding Faculty in Teaching and Instruction-related Activities, **Sunny Hyon, English** – Outstanding Faculty in Research, Scholarly or Creative Contributions, **Kathryn Ervin, Theatre Arts** – Outstanding Faculty in Service, and **Don Girard, Communication Studies** – Outstanding Lecturer.

2. Budget – M. Fuller:

- o **Property Management Program Improvement Initiative:** Michelle shared that Property Management would like for each department to keep an inventory system of all “technology” equipment – no matter the value. Currently, Property Management tags all equipment worth \$500+.

**3. Tenure-Track Searches for 2018-19:**

- Dean Ballman mentioned that the Provost has asked for Tenure Track (TT) search request. Dean Ballman will be forwarding TT criteria information to Chairs for TT requests.

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