

Summary Notes
College of Arts and Letters
Council of Chairs Start-of-Year Retreat
Wednesday, September 12, 2018

8:30 - 3:30

DoubleTree Hotel, 285 E Hospitality Lane, San Bernardino

Attendees: Rueyling Chuang, Peter Williams, Michelle Fuller, Felipe Jimenez, Matthew Poole, Brad Owen, David Carlson, Thomas McGovern, Kelly Dortch, Stacey Fraser, Peter Robertshaw, Terry Smith.

Guest: Jeffrey Fisher-Smith.

I. Welcome and Introductions: Who are the members of the CAL Leadership Team?

- Interim Dean Chuang welcomed chairs back to a new academic year and introduced the new incoming chairs: Stacey Fraser, Music, and Peter Robertshaw, Philosophy. Dean Chuang also introduced the new Interim Associate Dean, Peter Williams.

II. Morning Breakout session

- Dean Chuang asked chairs: What are you most proud of during the 17-18 academic year and is there anything you would have done differently? How can the Dean's office help to resolve problems/issues, as well as help the departments achieve its goals and objectives?

III. Information Items: Associate Dean Dr. Peter Williams

- **18-19 FTES (Full Time Equivalent Student) Targets:**
 - i. Associate Dean, Peter Williams, discussed the 2018-2019 FTES targets for CAL. The discussion showed that targets are used for planning for the academic year, and actual FTES will be available after census on iDashboard.
- **CAL Majors:**
 - i. Dr. Williams showed department chairs the number of majors in CAL for the past three years. CAL majors list does not include double majors.
 - ii. The number of first-time freshmen has declined recently in CAL, but the number of transfer students has been steadily increasing over time.
 - iii. Breakdown of transfer students and first-time freshman per department and individual programs can be found on [iDashboard](#).
 - iv. Dean Chuang will assemble a list of double majors in CAL and upload to the shared drive with department chairs.
- **Professional Development:**
 - i. Dean Chuang increased the amount of Professional Development to give to faculty to \$1,500 for the 18-19 academic year, contingent on the amount of rollover the College gets from the Academic Affairs.
 - ii. Departments are encouraged to keep track of funds during the year, such as projected expenses, projected revenues, and the overall budget. Departments should set a cap on spending.
 - iii. Departments budget professional development funds differently. The preferred method would be to have all departments allocate professional development funds to the respective faculty professional development class accounts.
 - iv. CERF funds can be used for professional development, materials, and supplies as long as it benefits self-support programs and/or open university students.

- **Supplies and Services:**
 - i. The College distributed \$105,000 to the departments based on the internal O & E funding model.
- **Reminders:**
 - i. **Council of Chairs Meeting Dates:**
 - 1. Dean Chuang informed chairs that, for the Fall 18 quarter, they would meet four times.
 - a. The first meeting will be held on October 11, 2018.
 - ii. **CAL College Curriculum Committee:**
 - 1. The CCC needs a representative from each department, not including Liberal Studies. Associate Dean Williams would like an email sent to him on who will be representing each department on the CCC.
 - 2. Each member of the CCC will receive 4 WTUs of reassigned time.
 - 3. The chair of the CCC will receive an additional 4WTUs of reassigned time (Totaling 8 WTUs)
 - 4. CCC meeting will take place in early October.
 - iii. **CAL Professional Awards Committee:**
 - 1. Currently, Music, Communications Studies, and English have committee representatives. There are two vacancies, and Dr. Rong Chen will send out a call for nominations by email.
 - 2. List of committee members can be found on the Faculty Senate website.
 - iv. **Departmental Committees:**
 - 1. Associate Dean informed department chairs that they need to elect their RPT committee members and Leaves committee. Department chairs are to inform Faculty Affairs, Dean Chuang, and Dr. Peter Williams who the members of their committees are, as well as the chair of those committees.
 - 2. The departments of Art, Communication Studies, English, Music and Theatre Arts need to elect their recruiting committee members. FERPers are allowed to serve on recruiting committee only if they are on contract during the period of the committee's work.
 - 3. FAM needs to be reviewed regarding whether a Department Chair can vote in committees. FAM documents may be found on the Faculty Senate website.
 - v. **Office Hours:**
 - 1. Department chairs and department support coordinators were notified to collect office hours information for all full-time and part-Time faculty by October 1, 2018. The information should be passed on to You Li (Leo), so he can post it on the CAL website.

IV. Advancement: Jeffery Fisher

- **Goals and Gifts:**
 - i. Jeffery Fisher handed out an overview of the past three years of philanthropic goals for the university. Goals are set by the Chancellor's Office and are 10% of the state budget allocation of CSUSB.
 - ii. On average, the university raises \$5-8 million per year. Last year, CAL raised 27% of goal amount last year.
 - iii. Universities can now count bequests (funds that come from a will) in their reporting.
 - iv. Two pledges were made for Art, the Watson Pledge and the Kaplan Bequest.
 - v. Jeffery explained that endowments increase about 4% per year and a notification will be sent in February on the amount available to departments. Department chairs can allocate money to be spent as early as the beginning of the academic year, and those funds will be available at the beginning of October.

- vi. Jeffery informed us that there is a 5% gift fee to pay for advancement and those to manage accounts. This amount will increase.
- vii. Will start sending weekly notifications to department chairs of gifts received by CAL.
- **Korea Foundation:**
 - i. The Korea Foundation awarded two gifts to CSUSB: a 400k endowment for cultural exchange with Korea, and \$100k funding to be spent immediately on scholarships, grants, and study abroad opportunities.

V. Budget: Michelle Fuller

- Michelle reviewed the CAL Budget Overview (handout).
 - i. Baseline Operating Budget: More funds were allocated for the 18-19 AY due to GSI increases. Academic Affairs is finalizing the O&E for CAL comprised of GF and Lottery.
- 17-18 General Fund Overview: CAL rolled over \$1.4 million in the general fund. CAL has not been allocated back rollover from the Academic Affairs.
- Plans for Saved Funds: CAL Advising Center expansion; Graduate student Lounge; PA Expansion.
- Replacement cost increased from \$4,600 to \$4,700
- Fund Simplification Initiative: Mandated by the Chancellor's Office to simplify and move some trust accounts to a new fund (SB003) for student course fees and some funds were moved to the general fund since it was considered as cost recovery activity
- Michelle showed the initial allocation for PT faculty. Provost created a formula based on FTES for Colleges to receive enough funding for part-time faculty. Dr. Williams will monitor and compare Provost's formula to help establish a better model. Michelle wants to create a spreadsheet to monitor and report what is being spent by the department. All information will be on CAL Chairs shared drive.

VI. Projects and Performing Arts Expansion

- Three planning meeting with architects have taken place, and we are currently \$30 million short.
- PA expansion preparations will start Fall 2019.
- Dr. Stacey Fraser would like the Art department to assist with the aesthetic of new PA building.
- \$95M in hard construction costs.
- Faculty Lounge will have an allocated area for the communal space in the PA expansion.
- Some rollover funds will be saved for capital projects for the PA expansion
- There will be a CAL Advising Center and Student Success Center and a Graduate Student Lounge.
- ITS will help fund the Digital Media Center in UH-043.
- VA 232 will be turned into a VR center.

VII. Strategic Plan and Goals for the Academic Year

- Please see attached.

VIII. Success Initiatives

- **Student:**
 - i. Department chairs shared their ideas to promote student success such as increase ISA support, identify students who need assistance, help students change majors and promote different programs in the real world.
- **Staff:**
 - i. Michelle and Felipe presented ideas on how to promote staff success in the College.
- **Faculty:**

- i. Department chairs shared ideas for faculty success, including but not limited to, CAL Faculty Learning Community for Research and Creative Activities, writing workshops, and faculty book displays.

IX. Ongoing Initiatives

- Q2S
- Student Success
- GI 2025-Retention, Bottlenecks