

Council of Chairs Meeting
Thursday, October 11, 2018
10:00 AM – 11:50 AM | UH 237

Attendees: Rueyling Chuang, Kelly Dortch, Stacey Fraser, Michelle Fuller, Thomas McGovern, Bradford Owen, Matthew Poole, Peter Robertshaw, Terry Smith, and Peter Williams.

Absent: David Carlson

Approval of Summary Notes from the September 12 Start-of-Year meeting

1. Announcements

a. Chairs

b. Dean's Office:

a) Interim Dean Chuang:

- **Professional Development:** Dr. Chuang confirmed that TT faculty will be eligible to receive \$2,500 for tenure-track faculty professional development (\$1500 from CAL + \$1000 from Academic Affairs). Full-time Lecturers and faculty participating in the Faculty Early Retirement Program (FERP), will receive \$1,500 from CAL. Dr. Chuang stressed that it is important to keep track of how the money is being spent.
- **Monthly Report to the Provost:** Dr. Chuang stated that each month the college provides a report on any activity and/or accomplishments happening in the college. Dr. Chuang created a document named the *Strategic Plan Progress Monthly Report* for chairs to be able to contribute information regarding department events and accomplishments. The document can be found in the CAL Chairs Team Drive.
- **Space Inventory:** Dr. Chuang reminded Chairs that the Space Inventory report is due on Thursday, October 18. Dr. Chuang asked for Chairs and ASCs to please make sure to be as detailed as possible. The *Space Inventory Spreadsheet* can be found in the CAL Chairs + ASC Folder in the CAL Chairs Team Drive.

b) Interim Associate Dean Williams:

- **Office Hours:** Dr. Williams announced that all office hours for the fall quarter have been completed by departments.
- **Census:** The census deadline was yesterday, Wednesday, October 10. Dr. Williams announced that CAL hit its target by 102%.
- **Winter Registration:** Dr. Williams stated that Winter Registration will begin on Monday, October 29. Please be sure to have all courses and sections that you wish to open by that date.
- **Spring Build and Room Allocation:** Dr. Williams reminded chairs about his email containing information on room allocation and Spring build deadlines.
- **Curriculum Committee:** Temporary Topic Forms are due to the Curriculum Committee by November 13.
- **Equipment Inventory:** Dr. Williams reported that the Equipment Inventory is going well and that Property Management is currently reviewing labs.
- **Classroom Visitation for 3 Year-Contract Faculty:** Dr. Williams stated that classroom visitations for 3 year-contract faculty up for renewal and for those eligible for a contract, will need to be completed either in the fall or winter quarter. Michelle will be posting the spreadsheet with names of people that will need to be visited on the CAL Chairs Drive.

2. Budget – M. Fuller

- **Budget Update:** Michelle provided all chairs with college funding updates.
- **Hiring Independent Contractor:** Michelle reminded chairs that former CSUSB employees who

have not been separated from CSUSB for at least 12 months can't be hired as independent contractors.

- **Hospitality Expense Forms:** Michelle showed chairs the Revised Hospitality Expense Form and its updated policies that was adopted by the campus effective Saturday, September 01, 2018. Michelle highlighted on Awards and Prizes, and what allowable expenses are.
- **Adobe Campus-wide License Agreement-** IT IS NOT FREE and each department will be responsible to reimburse the office of Academic Technology & Innovation.
- **STD 261 Form:** Michelle reminded chairs that every person that drives their car for business/travel needs to complete the *STD 261* form. Once the form is processed, it need to get filed at the department level.

3. Assessment: TC Corrigan, Dean's Fellow of Assessment

- **Assessment:** Dr. T.C. Corrigan spoke to chairs about his role as the Dean's Fellow for Assessment. He asked chairs to please provide feedback on: 1. Campus Labs, and 2. Annual Assessment Reports (handouts).

4. Interdisciplinary BA in Social Sciences, Arts and Humanities:

Tom Long, Professor of History and Coordinator of SSCI BA Program.

- **Interdisciplinary BA in Social Sciences:** Prof. Long presented and discussed with chairs about the proposed interdisciplinary bachelors program.

5. Contents and Descriptions for Graduate Program Fact Sheets (see templates)?

- **Increase Enrollment:** Dr. Chuang provided some templates of promotional brochure and flyers to be completed for CAL graduate programs. Dr. Chuang asked chairs to be clear and descriptive when writing program information. Dr. Chuang stated that the Graduate office would like the information to be completed by the end of October in order to have the flyers and brochures available at the on-campus graduate fair in November.

*Continuing discussions: Strategic Plan