

Council of Chairs Meeting
SUMMARY NOTES
Thursday, October 25, 2018
10:00 AM – 11:50 AM | UH 237

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

Approval of Summary Notes from the October 11, 2018 meeting

1. Announcements

a. Chairs

b. Dean's Office:

a) Dr. Rueyling Chuang – Interim Dean

- **REMINDER - Monthly Report to the Provost:** Dr. Chuang reminded Chairs to contribute department highlights to the document titled *Provost Monthly Report*, located in the CAL Chairs Team Drive. The college report to the Provost is due on Friday, October 26. Dr. Chuang also reminded Chairs that department and faculty highlights are also publicized on the CAL website and digital signage located on the 2nd floor in UH.
- **CSUSB E-Learning Academy (*attachment*):** Dr. Chuang and Chairs discussed possible academy courses which may include:
 - a. Enrollment Bottlenecks: COMM 120 & HUM 350 (also a CourseMatch course).
 - b. DWFI Online Bottlenecks: These courses are also targeted as possible E-Learning Academy courses (avg. DWFI in online sections at least 10% higher than in face-2-face sections) - Comm. 341, Comm. 306, SPAN 290, ENG 336 & ENG 311.
- **Writing Intensive (WI) Designation Courses:** Dr. Chuang thanked chairs on their response regarding WI courses. She will summarize responses and forward recommendations in regards to courses not being properly flagged or incorrect forms being submitted.

b) Dr. Peter Williams – Interim Associate Dean

- **Space Inventory:** Dr. Williams thanked chairs and their staff for a successful completion of space inventory.
- **Winter & Spring schedule:** Dr. Williams reminded Chairs that Winter registration begins next Monday, October 29. Spring 2019 build is currently on Week 2.
- **Equipment inventory:** Dr. Williams announced that the college will be hosting Equipment Round-up days for faculty and staff who have state equipment at home (such as iPads, laptops, musical instruments, etc.) on November 5th, 6th, 7th, and 8th. This is for equipment to be tagged. Dr. Williams will send out location information to Chairs.
- **FTES:** Dr. Williams shared that Michelle and himself attended a summer enrollment meeting and were informed that CAL's FTES increased by 19% for Summer 2018.
- **Summer 2019:** Dr. Williams mentioned that schedule building will begin soon for Summer 2019. He recommended chairs to use this opportunity to clear out bottleneck courses, courses for graduating Seniors, and offer online options.

2. Budget – M. Fuller:

- **O&E:** Michelle shared that the rest of O&E funds have been received. Funds will be distributed to departments appropriately. Funds help cover: operating expenses for each department, travel funds for faculty, and equipment.
- **Ongoing Budget Information:** Michelle mentioned that she is currently working on Part-time Allocation distribution and projections on Part-time Funding. She will be uploading spreadsheets to CAL Chairs Team Drive once they are completed.

3. Assessment - TIME CERTAIN: 11:00 Jo Anna Grant, Director of TRC:

- **Communities of Practice:** Dr. Grant spoke to CAL Leadership Team about creating departmental Communities of Practice for faculty to benefit from the Q2S Enhancing Pedagogy Faculty stipends and to support curriculum-related projects in relation to semester conversion (*refer to Dr. Grant's handout titled: Communities of Practice & Facilitate the Facilitator Model*).

4. "Last-Minute-Ism":

- Dean's office personnel and chairs discussed issues pertaining to "last-minute-ism" which has become increasingly pervasive on our campus.