

College of Arts and Letters  
Council of Chairs Meeting  
Thursday, October 26, 2017 - UH 237  
10:00 – 11:50 AM

Attendees: Terry Ballman, David Carlson, Rueyling Chuang, Kelly Dortch, Michelle Fuller, Robert Knop, Thomas McGovern, Brad Owen, Matthew Poole, Tony Roy, and Terry Smith.

Approval of Summary Notes from 6.08.17, 09.13.17, and 10.12.17 Chairs Council

1. **Announcements**

a. Chairs

b. Dr. Rueyling Chuang, Associate Dean:

- **Executive Order 1100:** Dr. Chuang notified Chairs that Executive Order 1100 was revised/updated on August 23, 2017 and that special attention will need to be paid to Article 2.2.2 as it relates to the college (Article 2.2.2 relates to minimal grades that effect the Golden Four: English, Critical Thinking, Oral Communications, and Mathematics).
- **College Curriculum Submission:** Dr. Chuang spoke on deactivating courses that the department no longer offers through the new EMS software system. Dr. Chuang reminded Chairs that when they have questions on curriculum, to please consult with Dean Ballman and herself before submitting. This will prevent delays in form revisions.

c. Michelle Fuller, Administrative and Budget Analyst:

- **CTO:** Michelle shared with Chairs that the CSUEU Union Contract for support staff has expired and effective October 20, 2017, employees who work Overtime (CTO Premium) will have to be paid out (employees can no longer accumulate time). Michelle suggested that setting an alternate work schedule is an important option to help decrease overtime payout.

d. Dean Ballman:

- **Baby Corral:** Dean Ballman happily shared with Chairs that Alicia Corral, Development Associate for CAL, had a healthy baby boy on October 27, 2017.
- **Collegiality Forum:** Dean Ballman thanked Chairs that were able to attend the Collegiality Forum on Monday, October 16, 2017, and shared some pages from the handout that was provided on that date. Pages include information on: Panning and Unproductive Meeting Behaviors. Dean Ballman reminded Chairs that they are leaders and modeling good behavior is important and helpful.

- **ITS Meeting with VP Sam Sudhakar:** Dean Ballman shared with Chairs that VP Sudhakar shared that ITS will be launching a Mobile App for students to help remind them about important deadlines such as Graduation Checks.
  - **CSUSB Homecoming:** Dean Ballman shared that she attended and enjoyed CSUSB Homecoming, on October 21, 2017.
  - **Brown Bag with Faculty:** Dean Ballman hosted faculty for her quarterly Brown Bag with the Dean on Tuesday, October 24, 2017. She had three faculty members: Full Professor, Assistant Professor, and a Lecturer.
  - **CAL Monitors:** Dean reminded Chairs to forward any information about department programs and/or events to Diana De La Cruz ([ddelacruz@csusb.edu](mailto:ddelacruz@csusb.edu)).
2. Elevator Speeches:
- Several CAL Chairs shared their elevator speeches (for very tall buildings) for their departments.
3. CAL Office Space Allocation Guidelines – Action item:
- Chairs voted and approved the College of Arts and Letters: CAL Office Space Allocation Guidelines.
4. Q2S: Department Progress Reports:  
**GE – Role of Humanities Dr. Rueyling Chuang and Michelle Fuller**
- Dean Ballman, Dr. Rueyling Chuang and Michelle Fuller discussed with Chairs the unique role of Humanities at CSUSB. HUM has had a great impact on students in regards to Study Abroad programs and Interdisciplinary teaching. Michelle presented a hypothetical scenario budget chart showing all current HUM classes offered with 26 seats; resulting in an additional cost over \$400K.
5. \*CSU Graduation Initiative 2025

\*Continuing discussions: Updates on RoadMaps/Advising Plans; Bottlenecks (frequency of offerings; DFWI repeat courses); SuperSeniors; EAB Campus