

Council of Chairs Meeting
 Thursday, November 8, 2018
 10:00 AM – 11:50 AM | UH 237

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

Absent: Michelle Fuller

Approval of Summary Notes from the October 25, 2018 meeting.

1. Announcements

a. Chairs

b. Dean's Office

- **December Commencement:** Fineze Dueñez shared fall commencement details with CAL Chairs. Commencement is scheduled for Saturday, December 08, 2018 at 9 AM. The College of Arts and Letters ceremony will be combined with the Jack H. Brown College of Business and Public Administration and College of Education. Fineze will be forwarding further ceremony details as the date approaches.
- **Career Resource Center:** Dr. Chuang shared that the Career Center would like to conduct workshops tailored to College of Arts and Letters' students (e.g. how to apply for graduate school, interview skills, etc.). Chairs that are interested in participating, please contact Dr. Chuang.
- **Summer 2019 Schedule:** Dr. Williams shared that summer schedule build will begin Monday, December 17. Production materials will be distributed on the week of December 03. Dr. Williams reminded Chairs to use this opportunity to run bottleneck and online courses.
- **Winter Registration:** Dr. Williams stated that there will be a watch list that will be distributed on the week of December 04 and classes not meeting minimum class size policy are scheduled to be cancelled by Monday, December 17 – *policy on class size suggests to cancel classes 14 calendar days prior to the start of the quarter*. CAL is at 45% of target in regards to enrollment. Minimum Class Size Policy is on the CAL Chairs Google Shared Drive for reference.

2. Budget

- **Part-time Budget Model:** Dr. Williams presented the process of how the part-time budget model is calculated:
 1. *Compute the average college SFR from last three years.*
 2. *Divide that SFR into the FTES target to obtain a required number of FTEF.*
 3. *From that, pull out the TT faculty (including FERP), and full-time temporary faculty to obtain the number of part-time FTEF needed.*

Dr. Williams and Michelle are currently examining issues for creating a distribution model to the departments.

3. Reassigned Time

- **Reassigned Time Memorandum:** Dr. Chuang asked Chairs to please provide her with

feedback on the Reassigned Time Memorandum from the CAL Reassigned Time Task Force (*attachment from email message sent on 11/07/2018*). Dr. Chuang stated that it is important for Chairs to be involved in the conversation and to provide input. The committee is hoping to meet with Dr. Chuang before the end of the fall quarter.