

College of Arts and Letters
Council of Chairs Meeting
Thursday, June 8, 2017
10:00 AM – 11:50 AM
University Hall 237

SUMMARY NOTES

Present: T. Ballman, R. Chuang, T. Davis, M. Fuller, S. Hyon, R. Knop, M. Poole, T. Roy, M. Salvador, T. Smith, and C. Spencer.

Guests: Alex Cassadas (HR), Janelle Gilbert (GE Coordinator), Jessica Luck (CAL Q2S Coordinator)

Approval of Summary Notes from 5.18.17 Chairs Council meeting

1. Announcements

○ Dean's Office

▪ **Dr. Chuang, Associate Dean:**

• **Commencement:**

- Associate Dean handed out general information packets for the commencement ceremony. Rehearsal for Arts and Letters will be held on Friday, June 16 at 2pm at Citizens Business Bank Arena.

• **Course Match:**

- It was reported that CAL generated \$40,800 by the departments that participated in Course Match: Art, Music, Communication Studies and Humanities. The funds have been distributed to those departments.

• **Grades:**

- Grades are due by 11:59 pm on Tuesday, June 20, 2017. If a grade change is necessary, PDF fillable form is on college website under Faculty Resource.

• **Class cancellation:**

- Warning for low enrollment classes for Fall quarter is the Week of Aug 21st.
- The final cut-off date is September 5th, 2017.

▪ **Dr. Terry Ballman, Dean:**

- Dean Ballman briefly mentioned that the Spring 2017 CAL newsletter was distributed to CAL faculty and staff, as well as the Provost and President.
- The quarterly "Brown Bags with the Dean" was held with students who expressed an interest in roadmaps for majors. When students have concerns about classes and or schedules, they were told that they should contact the chairs of departments and provide comments on SOTEs.
- Dean attended NAFSA (Association of International Educators): Conference theme was about building partnerships and strengthening communities. Plenary speakers Isabel Wilkerson and Kareem Abdul-Jabaar spoke to the power of diversity and inclusion, and the virtue of the American people to value and accept others which in turn makes the country better.

- Dean Ballman brought attention to the smoking complaint in the Performance Arts building. It was then reported that the CSU has banned smoking on all campuses statewide starting September 1st, 2017.
2. Human Resources
 - **Staff evaluations (Guest Alex Cassadas):** Neo Gov performance training guides for evaluators were distributed, followed by a brief training and discussion. There is an annual evaluation for all staff members except SSP's and police officers. Evaluations are not used to leverage salary increases.
 3. GE for Q2S: (**Guests: Janelle Gilbert, GE Coordinator and Jessica Luck, CAL Q2S Coordinator**)
 - **C1 and C2 Designations**
 - It was explained that the C1 and C2 codes are for Arts and Letters and that Title V outlines the different areas that we must cover in our GE course offerings.
 - It was briefly mentioned that no college has ownership of class proposals.
 - There was a discussion of the interesting situation that CAL finds itself with regard to the GE Humanities category: 12 units of lower division - Art, Literature, Philosophy, World Language or Language in Translation, and 3 units of upper division humanities.
 - The GE Committee emphasized that they will not approve classes unless they drive student success.
 - Track 1 is due October 31st from all chairs/faculty etc.
 4. Campus Safety
 - It was stated that there are now five new police officers on campus.
 5. Assigned Time Approval Process
 - Faculty workload is ultimately the responsibility of the Dean.
 - In the future, assigned time will need to be approved by the Dept. Chair and the Dean of College. A new form was created by Michelle for Dept. Chair and Dean approval.
 6. Q2S: Department Progress Reports
 - There are three more years left of the quarter system here at CSUSB and that departments will be developing their respective course/advising plans.

Meeting adjourned at 12:05pm