

Summary Notes
College of Arts and Letters
Council of Chairs Start-of-Year Retreat
Wednesday, September 13, 2017
8:15 - 4:30

Double Tree Hotel 285 E Hospitality Lane San Bernardino, CA

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

Guests: Sara DeMoss, Julie Nichols, and Judith Osorio.

I. Welcome and Introductions: Who are the members of this team?

- Dean Ballman welcomed chairs back to a new academic year and introduced new incoming chairs: David Carlson, English, Kelly Dortch, Liberal Studies Program, Brad Owen, Communication Studies, and Thomas McGovern, World Languages and Literatures.

II. Morning Breakout Session:

- Dean Ballman asked chairs to think/write about the following (and allowed them to share):
 - A recent achievement
 - Something excluded from your bio
 - A significant event in your life

III. Rules of Engagement:

- Dean asked chairs to brainstorm about: What do Chairs expect from the Dean, Dean's Office?
 - Chairs expressed that they expect from the Dean: mentorship, guidance, honesty, fairness, assistance in troubleshooting.
- What does Dean expect from chairs?
 - Dean expressed the importance of supporting University/College policies and initiatives, being responsive (telephone, email, etc.), keeping her updated in any personnel issues, and encouraging their faculty to attend campus/college events.

IV. Budget: Michelle Fuller and Dr. Chuang

Michelle Fuller

- Baseline Operating Budget: Academic Personnel is finalizing a new budget model for Operating & Equipment (O & E) budget and Part-time funding.
- Campus has a new software budgeted system called BudgetGov that shows actual expenses. Everyone has access to this information.

R. Chuang

- Supplies and Services: Dr. Chuang went over O&E totals for each department. The allocation of funds depends on student/activity demand. Example: Graphic Design, 3D Printers, etc.

V. Reassigned Time:

- Dean discussed about the activities that Faculty participate in for instructional purposes. This can take in place of advising, coordinating a program, and working with teaching assistants. Some Departments have been judicious and some have not. Dean asked Chairs that they need to be careful when thinking about approving assigned time.
- Task Force for Reassigned Time: Dean Ballman asked chairs to forward names of two tenure-track faculty that will be willing to represent each department. Dean stated that the task force would be answering questions: What is reasonable reassigned time? What is the funding for it?
 - Process: Effective Fall 2017, faculty will need to apply for reassigned time and receive approval by the chair and Dean. Adopted form title: *Reassigned Time*.

VI. #GivingTuesday and Alumni Survey – J. Nichols, Development

- Julie Nichols spoke about #GivingTuesday: A global event that will take place on Tuesday, November 28, 2017 (Tuesday after Thanksgiving Holiday).
- Best Practices: CSUSB Giving Day will be taking place on Giving Tuesday. The CSU system has noticed that the giving pattern has changed especially with the student population that we serve and the Office of University Advancement is trying to teach students how to give. Offices/Departments are encouraged to participate.
- Alumni Surveys: Julie stated CAL Development is able to help departments by reaching out to their alumni. She used the English Department survey as an example; it was nine questions long and took 5 minutes to complete. This information can be helpful in creating a database for each department, identifying career paths for each major, and using the information for promotion and recruitment purposes.

VII. Advising and Graduation Initiative 2025 – S. DeMoss and J. Osorio

- Sara shared a brief history of CAL Advising with Chairs. In the past, the advising center only advised Spanish majors, which then grew to advising students in the following departments: Art, Communication Studies, English, and Spanish.
- New Hours of Operation: 9 AM - 7 PM, Monday through Friday.
- Sara also assists with Class Cancellations in reaching out to students when class cancellations occur.

VIII. Office Space (For all faculty: TT, FERP, and Adjunct Faculty)

- Dean Ballman spoke about the importance on creating an Office Space policy for the college.
 - Office space should be the responsibility for the College, and not departments. There was agreement that space preference needs to be given for all who teach
- Dean Ballman also emphasized the importance of faculty office hours. Dr. Chuang presented Chairs with a CAL Faculty Hours template, which includes faculty name, department, room number, email address, telephone number, and office hours.

IX. Campus Climate: What can each of us do to help improve the climate?

- Everyone shared their thoughts on campus climate:
 - Campus Climate has become a fundamental problem throughout campus.
 - The danger of CAMPUS e-mail listserv: Campus community being able to write and send their opinions to the campus community.
 - Vote of No Confidence: Brought forward many uneasy, unsafe comments.

- The issue of new policies adopted or changed without properly notifying staff members.
- **Shared Governance:** Not working as a shared governance. There is shared responsibility within administration and faculty.
 - Dean Ballman stated that students are the group we serve and decisions need to be made thinking primarily about student success.
 - Dean asked Chairs to give positive affirmations consistently to their faculty; showing them that they are appreciated. She also explained to Chairs that they are key to establishing and maintaining a positive and professional climate within their departments.

X. New and Ongoing Initiatives:

- **Out of Office:** Dean asked Chairs to notify the Dean’s office when department ASC’s are absent or away.
- **CTO Request Form:** Michelle Fuller has created a CTO Request Form that requires approval prior to working overtime. This form will assist in keeping track of overtime hours worked.
- **Student Success Exit Interviews:** Dean Ballman has asked Sara DeMoss to implement an exit interview process for seniors. The interview will be completely anonymous and students will be able to share their experiences in their major/department.
- **CAL Digital Monitors:** There are three digital monitors in University Hall: two are located in the second floor and one located in the lower level. The monitors will be rotating important university, college, and departmental information for students. Departments may contact Diana in regards to uploading content.

XI. To-do Items:

- Dean Ballman asked Chairs to send her a list of classes (at least three) for her to observe that exemplify the department in instruction and activity.
- Chairs were asked to forward names of three (3) faculty members that may be willing to serve on the Reassigned Time Taskforce.
- **Creating Elevator Speeches:** Dean asked chairs to begin thinking about speeches that:
 1. Capture an alum’s success story.
 2. Speak about the benefits and the experience of being part of “x” major.

On-going Initiatives

Student Success – Exit Surveys
 GI 2025 – Retention, Bottlenecks
 Assessment