

College of Arts and Letters
Council of Chairs Meeting
Thursday, October 12, 2017
10:00 AM – 11:50 AM
UH 237

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

On Telephone: Matthew Poole

1. Announcements:

a. Chairs

b. Dr. Rueyling Chuang, Associate Dean:

- **Roadmaps:** Dr. Chuang thanked chairs for completing Roadmaps, (CAL is the first college to have all major roadmaps completed). Chris Lindfelt, Associate Dean of Undergraduate Studies, will follow up if there are any particular changes that need to be made.
- **Program and Subprogram Definitions (handout):** Dr. Chuang explained academic terminology that should be used when working on curriculum for Q2S. Additional information on program organization is also provided in the handout.

c. Dean Terry Ballman:

- **Chairs' Retreat and Fall Welcome:** Dean Ballman expressed her appreciation to chairs for their participation at the Council of Chairs' Start of the Year Retreat on September 13, 2017. She also thanked them for the great turnout of faculty that attended the CAL Fall Welcome and Ice Cream Social on September 18, 2017.
- **CSU Chancellor, Timothy White's Visit:** Chancellor Timothy White, along with Trustees Jane Carney and Steven Stepanek, spoke about the vital role of CSUSB in the region. Chancellor White focused on the important work that we all do here and his hope that we focus our attention addressing societal and economic issues challenging California and the region.
- **Staff Brown Bag:** Dean Ballman hosted a staff brown bag on Tuesday, October 10, 2017. The staff expressed continued concern for abrupt changes in process without sufficient lead-time and training. They also shared their concern about safety, and how to respond in an emergency. One suggestion was to use a code, e.g., "Your conference call will begin in ten minutes. Please refer to the red folder".
- **Part-time Faculty Candidate Pools:** Dean Ballman stated that each department should develop and maintain an adequate part-time pool in order for departments to be able to hire when scheduling changes occur.
- **CAL UH Digital Monitors:** Dean Ballman reminded chairs about sending department content for the CAL Monitors. Please email ddelacruz@csusb.edu.
- **Classroom Visits for Dean:** Dean Ballman reminded chairs to send her information on classroom visits. The purpose is for her to better understand disciplines and pedagogies.

2. Budget – Michelle Fuller, Administrative Budget Analyst:

- **Request of TT Faculty Starting Winter 2018:** Michelle shared that she is currently working on a

Qualtrics form to request teaching assignments from TT faculty. This will also include information on their re-assigned time. We would like to initiate this process for Winter 2018.

- **New Hire Process:** Academic Personnel and Human Resources are requesting for new part-time faculty to be hired, and information to be entered into PeopleSoft, two to three weeks before their start date. This will prevent any issues regarding HR audits.
- **1K Professional Development Money:** Michelle informed chairs that the total amount of professional development monies for each full-time faculty is not restricted to be used for travel. Money can be moved if a faculty member does not travel to conferences and transferred to those who do.

3. Office Space Policy:

- Dean Ballman and chairs discussed the draft of Guidelines for Office Space Allocation for the college. At the next meeting, Chairs will discuss and will vote whether to approve it.

4. Reassigned Time Task Force (RAT):

- Dean Ballman reminded Chairs that if they have not done so, to please forward names of faculty members willing to participate on the Reassigned Time Task Force (RAT).
- The practice of faculty requesting reassigned time of chair and dean will go into effect Fall 2018.

5. Campus Climate:

- Dean Ballman reminded and encouraged chairs to attend the Collegiality Forum that is scheduled for Monday, October 16, 2017, in the SMSU Events Center.

6. Q2S: Department Progress Reports:

- Dr. Smith shared his department Q2S “cheat sheet” and shared the process in changing/transforming the Theatre Arts major.

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