

College of Arts and Letters

Council of Chairs Meeting  
Thursday, October 15, 2015  
10:00 AM – 11:45 AM  
UH 237

### **SUMMARY NOTES**

Attendees: Terry Ballman, Rueyling Chuang, Matthew Davidson, Michelle Fuller, Sunny Hyon, Carmen Jany, Todd Johnson, Matthew Poole, Michael Salvador, Terry Smith and Katherine Thomerson.

#### **1) Time Certain 10:00 a.m.:**

- Dr. Sam Sudhakar, Vice President for ITS
  - Introduced himself, the IT services available to chairs, and asked what type of IT support the departments would need.
  - IT will be hosting workshops for content writing for department web managers.
  - Sam will email a link of the mock design for the new CSUSB website.
  - Professor Kurt Collins is the CAL representative on the IT Governance Committee.
  - Spring 2016 is the tentative “roll out” period for the Title IX “Not Any More” student/staff/faculty training; similar training to “Agent of Change.”
  - He answered several questions, including about privacy and security concerns.

#### **2) Approved Amended Summary Notes from 9/17/15 meeting.**

#### **3) Chair Announcements:**

- World Languages, Carmen Jany:
  - Luis Valdez, will be visiting Campus on November 5, 2015. As a part of the 50<sup>th</sup> Anniversary campaign. Mr. Valdez will be lecturing and hosting a workshop for Acto Latino Teatro Universitario students.
- Communication Studies, Michael Salvador:
  - Professor Ece Algan in her role as CISMES director has been working with the planning of the presentation of Nobel Prize Winner Dr. Shirin Ebadi scheduled for Thursday, October 22, 2015.
  - Lane Shefter-Bishop will be hosting a lecture along with Hollywood

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- producers for CSUSB students in the Lower Commons.
- Tonight, 10/15/15 is the Inland Empire Media Awards; Local Matters, Jacob Poore, Lacey Kendall, Coyote Radio and several CSUSB students have all been nominated.
  - English, Sunny Hyon:
    - The English Department will host the “English Program Faire” on November 4, 2015 from 10a.m. -3 p.m. in UH 053. The purpose of this fair is to make a connection with students regarding majors, certificates, minor programs, internships and job opportunities.
  - Theatre Arts, Terry Smith:
    - Theatre Arts will be presenting 4 plays written by CSUSB students for the Student New Play Showcase, Oct. 22-25.
    - Terry Smith met with producers Danny Bilson and Paul DeMeo, graduates of the CSUSB Theatre Arts program. They will come to CSUSB and be professors for a day, teaching courses for the TA department.
  - Music, Todd Johnson:
    - Paul Murphy, Guitar Professor at CSUCI, will be hosting “The Celtic Project” on Tuesday, Oct. 20.
    - Attended the IRP board retreat and would like to meet with other chairs to inform changes regarding funding, and prepare those who may be applying for IRP funding. Concerns were expressed about the need to be aware of the changes being made to the process, and to be proactive going forward.
  - Art, Matthew Poole:
    - Encouraged all to visit the RAFFMA art show featuring the work of 3 Art faculty: Katherine Gray, Brad Spence and Alison Petty.
    - Attended the unveiling of the SMSU Student Art Work exhibition and received a tour of the SMSU.
    - Met with Chris Lindfelt in Undergraduate Studies to set up a program that will allow students to curate spaces with student artwork.

#### **4) Dean’s Office**

- Rueyling Chuang, Associate Dean:
  - Professional Advisor Search; Academic Advising will continue to advise CAL students until October 26, 2015.
  - A series of movies and face-to-face workshops will be hosted in order to meet the Title 9 fulfillment.
    - There will be a registration hold on student’s records until these workshops have been fulfilled.

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- Presented the Fee Policy statement update for Students “Estimated costs”.
- Presented CourseMatch; mandated by the Chancellor’s office, it is a Cross enrollment program across the 23 CSU campuses that allow students within the CSU system to register to courses in different campuses.
- Announced the CSUSB Open House on Saturday, October 24, 2015; departments will present to perspective students and parents, and then may take them to each department locations.
- Presented information from iDashboard with the updated FTES targets for Winter/Spring 2016.
- Dean Ballman:
  - Announced that as of Oct. 12 the student headcount is almost 20,000 and CAL is at 100% enrollment target.
  - Attended the CSU Deans of Arts, Humanities & Social Sciences meeting at CSULB on October 8-9, 2015. Shared some information learned:
    - Managing growth, which impacts scheduling and space:
      - CSUN must deliver 15% of their FTEs on Fridays and Saturdays, including core courses, and they run a full Friday/Saturday schedule; SJSU schedules one core course on Fridays for every 10 classes taught Mon-Thurs.
      - CSUN has had to assign 8-12 lecturers to offices with four desks
      - Campuses report that FERPers have to share offices
    - Student Success (including presentation by Provost at CSULB):
      - Committed to curricular streamlining and effective pedagogy; advising; use of data.
      - Time to degree is an issue. If students completed their degrees in one semester less time, the access issue for qualified students who are denied admittance would be addressed. Double majors graduate in less time than those with one major.
      - Recruitment of tenure-track faculty: Need to stress the needs of students of the future, with attention paid to innovative and entrepreneurial traits
  - College of Arts & Letters
    - Strategic Planning Task Force: Task Force formed. Will share the SWOT lists that chairs produced at the Sept. chairs retreat
    - Interdisciplinary and Innovative Curriculum Task Force: Will be calling for that soon
    - Assessment: Jo Anna Grant will be the assessment coordinator for CAL. Her duties will begin when she returns from Sabbatical in

January.

- Faculty Roundtable: On F November 13, 1:00-2:30
- CAL e-mail Newsletter: Should go out later this month
- Staff Brown Bag with the Dean held yesterday: Representation from Coyote Radio, Liberal Studies and RAFFMA.

### **5) Budget**

- Michelle Fuller, AA/S:
  - Encouraged Chairs to attend training sessions for the new travel system “Concur” that will be mandatory as of Dec. 1.
  - Presented the College's Budget Projection for 2015-16.
  - Presented the Budget Summary by department as of October 2015.

*Meeting adjourned at 11:45 a.m.*