

College of Arts and Letters  
Council of Chairs' Meeting  
Thursday, April 27, 2017 - 10:00 – 11:50 AM  
University Hall 237

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

Approval of summary notes from 4.13.2017 (as amended)

1. Announcements

a. Chairs

Dr. S. Hyon mentioned that there is a new procedure for the periodic evaluation of temporary faculty. The form is included as Attachment 8 in the RPT Booklet for Periodic Evaluation of Instructional Faculty (required for all periodic and cumulative evaluations). Part-time temporary faculty file access is April 17, 2017. The chair/department committee evaluations for 3-year and would be 3-year contracts are due May 15, 2017. For additional information, please access the Academic Personnel Office (APO) website: <http://academicpersonnel.csusb.edu/rpt/documents/RPTbooklet2016-17.pdf> Dean Ballman will inquire about the process and will report back.

b. Dean's Office

M. Diazgranados

- The commencement timeline was sent to the department chairs via email. M. Diazgranados went over the commencement deadlines:
  - a) The Outstanding Graduate/Undergraduate Student Nomination forms are due on April 28, 2017
  - b) The names of student speakers for the production of the commencement video are due on May 2, 2017
  - c) The names of faculty readers, hooders, and marshals are due on May 5, 2017

The names of the College Outstanding Graduate/Undergraduate students, student speakers and faculty readers, hooders, and marshals are included in the commencement program.

Dr. R. Chuang, Associate Dean

Went over the deadlines for priority registration (including the university academic calendar) and the summer go-no-go meeting with the College of Extended Learning (CEL):

- May 8, 2017, Summer 2017 priority I registration begins
- On May 23, 2017, M. Fuller and Dr. Chuang will meet with CEL to discuss the go-no-go summer classes
- May 25, 2017, Summer 2017 open enrollment begins
- June 1, 2017, is the college dropdead deadline to cancel low enrolled classes
- June 6, 2017, is the College of Extended Learning deadline to cancel low enrolled classes and also to give faculty the contract for the first session
- June 21, 2017, Summer 2017 first day of classes
- Dr. Smith asked if the college would let a class go through with the lower rate of 70% if a lecturer teaches the class. This decision will need to be determined by the Dean
- Dr. Salvador asked if he should inform Communication Studies faculty that prorated salary is not going to be available

Dr. Terry Ballman, Dean

- The University Budget Advisory Committee (UBAC) presentation on April 20, 2017 was very informative. The presentation is available on-line: <https://www.csusb.edu/sites/default/files/Budget%20Office%20-%20Budget%20Open%20Forum%20-%2004.17.pdf>. The Provost announced there should be 18-25 TT positions available for 2018-19 hiring.
- Dean Ballman discussed safety concerns such as UH classrooms doors that cannot be locked with the Vice-President of Administration and Finance, D. Freer. Dr. Freer said that the university is actively addressing safety, such as piloting locks in Jack H. Brown while working with the fire marshal whose concern is getting people out of a room or building in the case of fire. There has been a discussion of centrally locking classrooms or centrally locking buildings.
- Thank you for participating in the selection of the college outstanding faculty. The Dean said that when faculty thanked her, she told them that the credit is due to the department chair who nominated them and the CAL Chairs who selected them.
- The new CAL Star Award Program nomination form to honor a staff member was sent on April 24, 2017 (there is a link to nominate staff). Please consider nominating staff if you have not done so. Thanks to M. Fuller for using Qualtrics to post the survey.
- The call for applications for a new Liberal Studies Coordinator was sent to campus via e-mail on April 25, 2017. Please encourage faculty to apply for this position.

2. Budget – Michelle Fuller (not in attendance)

3. Tenure-track faculty hiring requests and criteria – Dean Ballman

The Provost anticipates 18-25 tenure-track hires across campus for the following year. The hiring of tenure-track faculty will not be an automatic process, and there will be some criteria to recommend hiring. Cluster hiring (cross-department and –college) is another possibility, with faculty with primary and secondary discipline specializations.

4. Study Abroad Programs

Since faculty of the College of Arts and Letters have spearheaded a good number of study abroad programs, we have been working with Dean Karmanova of CEL to identify fair and transparent practices regarding faculty compensation. Going forward, we will use the 2322 Schedule to compensate faculty for study abroad courses.

5. University events – Dean Ballman

- May 1: CSUSB Outstanding Faculty Luncheon with the Provost
- May 1: CAL Faculty Colloquium
- May 11: Collegiality Forum at 9:00 to 11:30 AM
- May 11: The College of Arts and Letters Outstanding Faculty and Staff reception at Dean Ballman's home
- June 17: Colleges of Arts and Letters and Education commencement ceremony

6. Q2S: Department Progress Reports (was not discussed)

\* CSU Graduation Initiative 2025