

College of Arts & Letters - Council of Chairs Meeting
February 23, 2017, 10:00 – 11:50 AM - UH 237

Present:

T. Ballman, R. Chuang, T. Davis, M. Fuller, J.A. Grant, S. Hyon, R. Knop, M. Poole, T. Roy, T. Smith, C. Spencer

Approval of Summary Notes 2.2.2017 (approved as amended)

1. Announcements

- a. Chairs
- b. Dean's Office

Martha Diazgranados:

Sabbatical (SAB) and Difference-in-Pay (DIP) leave applications are due in the College office on March 6, 2017.

Associate Dean - R. Chuang

- Class cancellation deadline: R. Chuang will send the watch list of low enrolled classes for Spring 2017 quarter on March 10, 2017, and will start canceling classes on March 15, 2017. Please encourage faculty to send announcements to students who have not yet registered.
- Dean Ballman mentioned that it is important for students to register three weeks before classes start. This gives us the opportunity to notify students, make any changes to teaching assignments, and generate contracts in a timely manner.
- S. Hyon mentioned that at the Leadership Retreat (on January 18, 2017) it was suggested that students in "good academic standing" should not be dropped (from classes) due to non-payment, past balances or on financial aid appeals. Dean Ballman will inquire about policy pertaining to financial aid and report back.

Dean Ballman

- Mentioned President Morales's email message and report to the campus (faculty, staff and student leaders) on February 21, 2017, about all the initiatives that are taking place to address the campus climate, such as the Provost having lunches with all Department Chairs and attending Department meetings. The email was a good reminder of all the efforts taking place.
- CAL Talks: There is a new link of digital archive on the College website similar to the TED talks that features videos of faculty presentations such as, "Truth, Lies and Bullshit: Reflections on Contemporary Political Discourse" (January 25, 2017) by the Department of Philosophy. Please direct all inquiries about faculty presentations to Dean Ballman and R. Chuang. <https://cal.csusb.edu/about/cal-talks>
- Staff Brown Bags with the Dean: On February 9, 2017, the Dean met with staff who expressed frustration about changing processes on campus without sufficient lead-time to implement these changes (i.e., new key request process). They would like better communication about new processes. Dean Ballman will share these concerns with Administration and Finance (since most of the concerns were related to fiscal matters). The staff expressed that there is low morale, lack of appreciation, and that sometimes they are not treated well.
- Dean Ballman held a Brown Bag with faculty on February 21, 2017, and had a good conversation with Communication Studies and Music faculty present about morale, workload, and promotion of programs. Please encourage faculty to attend these informal conversations with the Dean.

- The College is hosting a lunch for first and second-year tenure-track faculty on Friday, February 24, 2017. R. Chuang has invited senior faculty to attend the lunch and to discuss their grant experiences as both grant recipients and grant proposal reviewers with the goal of promoting community and mentorship.

2. Budget – M. Fuller

- The open period for Intra-Department Budget transfers (transfers with-in same Department ID) is during the month of March 2017. This is the only time for ASCs to move monies and to make projections for the rest of the fiscal year. M. Fuller is currently working on mid-year budget projections for the Provost.

3. Cyber security – Dean Ballman

There have been serious issues regarding academic dishonesty, cyber security and ransomware. Regarding academic dishonesty, we have to make sure that appropriate language about academic dishonesty and its possible consequences appears in all syllabi. Dean Ballman will invite a representative from Student Conduct to present on these issues.

4. New Staff Awards Program - Dean Ballman

Dean Ballman started honoring the longest serving ASCs each year: D. Cartwright, English (2014), L. Sand, Communication Studies (2015), and R. Siordia, Philosophy (2016). This practice will continue, but Dean Ballman would like to initiate an Awards Program so more staff are recognized. This was a suggestion from the College Strategic Planning Task Force. A draft for the criteria and selection process will be distributed to staff for their input.

5. Q2S

- Dean Ballman shared that Professor Jessica Luck is the Q2S Coordinator for the College. J. Luck is eager to support all departments in their transformation and conversion efforts.
The deans met with Janette Gilbert, Co-Chair, Curriculum Development Subcommittee member to discuss the proposal for GE structure that has gone to the Senate for a first reading on March 7.
T. Roy mentioned that the fundamental principles for GE are somewhat dictated by Title V.

6. CSU Graduation Initiative 2025

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