

College of Arts & Letters Council of Chairs Meeting  
February 25, 2016  
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, Mathew Poole, Michael Salvador, Terry D. Smith

10:00 – 10:15 (Time Certain): Dean's Fellow for Promoting Faculty Research and Creative Activities, Professor Luz Elena Ramirez, discussed some of the projects that she has been working on and showed some of the features of the College website (including Google Scholars) for Faculty Research & Creative Activity. The site displays faculty creativity, publications and roundtables pages, for more information visit the website at:

<http://artsletters.csusb.edu/research/roundtables.html>

Approval of summary notes from January 28, 2016 (as amended).

1) Announcements

a. Chairs

- Art: Completing faculty exhibitions for 50<sup>th</sup> anniversary activities. Professor Poole mentioned that the work of Interim Provost Juan Delgado and Professor McGovern and their book, *Vital Signs*, were highlighted in an article about the city of San Bernardino by Brown, P.L. "A Bruised San Bernardino Shows Cultural Stirrings." New York Times 21 February 2016: Art & Design ([www.nytimes.com/2016/02/22/arts/design/a-bruised-san-bernardino-shows-cultural-stirrings.html](http://www.nytimes.com/2016/02/22/arts/design/a-bruised-san-bernardino-shows-cultural-stirrings.html)).
- TA: Conducting telephone interviews for recruitment. Dr. Smith met recently to discuss other shows the department will present at the PDC campus. He provided information about the San Bernardino Art Night on May 19, 2016. There will be participation from San Bernardino Valley College and public schools. The role of CSUSB role is yet to be determined.
- Music: There will be a winter showcase concert representing faculty and students on Monday, February 29.
- English: Extended the verbal recommendation of an offer to a candidate for Fiction Writing. English is undergoing self-study for its B.A. and MA Programs.
- WL&L: Conducting external chair search. The Latin-American Conference (LAS) will take place on April 28-29; focusing on Cuba and US relation.
- Comm: The COMM 449 films projects involving students from across the CAL continue: Directors and production crew from COMM, scriptwriters from English, actors from Theater Arts, composers from Music, graphic artists from Fine Arts. A potential screening party for students and faculty was discussed, as well as a follow up meeting with all relevant faculty and chairs to discuss improvements/directions for future collaborations.

b. Dean's office

Associate Dean

- SSC Campus is a new advising system: there will be multiple training sessions next week (Monday, Tuesday and Wednesday). This system will benefit faculty advisors, Professional Advisors and students. And, it will allow users to access transcripts, changes in majors, and risk factors for case management purposes. Dr. Salvador expressed interest in having someone present about the system at a department meeting.
- Dr. Chuang informed chairs that CAL has 8 PAES scholars.
- Please send information about what has been done at the department level to deal with super seniors issues.
- Transfer day on February 27: Ms. Sarah DeMoss is the lead person; she will send the list of prospective students to respective departments.
- Deadline for cancellation of low enrolled classes for spring will be addressed via email.

Dean Ballman:

- CSUSB enrollment targets for Fall 2016: 2700 FTF, 2200 Transfer (including 175/300 at PDC). Spring 2016 will have 14,558 FTE students.
- ITS: CSU has adopted a videoconferencing program called Zoom considered better than Skype and Portfolium (LinkedIn on steroids) where students can upload materials and learn to do résumés.
- The College State of the Union Chat held on February 11, 2016 was well attended. Dean Ballman gave an overview on how the college is doing. Ms. Fuller gave a budget presentation, including a slide on what activities CAL supports.
- Chat with students: Overall students are very pleased with the faculty and classes. Students were critical of advising, stating that SOAR had not provided them with sufficient academic information. SOAR should provide academic content so students are better informed before they register for classes. Some students do not know that road maps exist for their majors. SOAR should provide roadmaps to all incoming students. Students also said that sometimes roadmaps are incorrect, and not kept current and this can cause delays in graduation.
- Q2S conversion or transformation: Director Kim Costino discussed her approach to semester conversion. She has visited other campuses (Pomona and going to Bakersfield) to learn about their experiences and best practices.
- There is a new faculty-in-residence program (F.I.R.) at CSUSB. Where faculty members and their families live in a residential community with students. This is a minimum of one-year commitment (September – June).
- Waitlists: there has been an initiative for faculty to use waitlists that can be useful for students, instructors and for identifying class section needs. The Departments of English and Philosophy use them for some classes, Dean Ballman asked Dr. Salvador to invite Kim Nichols to discuss the use of waitlists at a department meeting.
- Dean Ballman acknowledged the good work of Dr. Chuang with equipment distribution, and commended the work of the Chairs Council for working very well together.

- 2) Budget – M. Fuller (handout)  
Reviewed historical equipment allocation from the campus to the College General Fund and Lottery, and went over the process of how the campus determines what percentage to allocate to the College. Some Chairs expressed interest to know the relationship between the overall university budget compared to other colleges. Ms. Fuller will have more information at the next meeting.
  
- 3) Bottleneck Classes (handout)  
Dean Ballman will meet with faculty who teach bottleneck courses in the winter 2016. Bottleneck courses are defined as courses that are difficult to enroll in or that need to be repeated due to low grades (C- or lower).