

**College of Arts & Letters**  
**Council of Chairs Meeting**  
**January 19, 2017 - 10:00 – 11:50 AM**  
**UH 237**

**Present:**

T. Ballman, R. Chuang, T. Davis, M. Fuller, S. Hyon, R. Knop, M. Poole, M. Salvador

Guest: Dr. Lori Collins, Asst. Director of Diversity Initiatives

Dr. Collins distributed a new envelope for the distribution of SOTEs that will be implemented to address past inconsistencies and improve process. The new envelope includes the policy and a map of SOTE drop box locations. Staff from the Department of Academic Technologies & Innovation (ITS) will send an update about the revised process.

Approval of Summary Notes from 12.1.17 (approved as amended)

**1. Announcements**

a. Chairs

b. Dean's Office

- Martha Diazgranados: Sabbatical and Difference in Pay Leave memorandums of eligibility and applications were sent to faculty on January 11, 2017.
- Dr. Chuang mentioned the need to recruit a faculty member to serve on the advising subcommittee for the Q2S Committee.
- Equipment funds for this year are similar to last year, approximately \$92,000. Dr. Chuang will send the equipment request form on January 16. There will be a meeting to discuss equipment priorities.
- Dean Ballman: Mentioned that the Governor's budget assumes 0% enrollment growth. Many believe that 2017-18 will be a challenging budget year.
- The College of Social and Behavioral Sciences hosted their second annual Chili Cook-Off and invited our college to participate. CAL walked off with the first (Felipe Jimenez) and second (Terry Ballman) prizes.
- The CAL Holiday video was received with approval and enthusiasm by many, both within and outside CSUSB.
- Dean Ballman thanked Chairs for their participation and contribution to the Staff Appreciation Luncheon on January 13, 2017.
- Dr. Chuang is now the permanent Associate Dean for the College. Dean Ballman thanked Dr. Chuang for her hard work and contribution to the College. She also commended the work of the search committee: Drs. Hyon and Smith, and Michelle Fuller.
- The Faculty Colloquium, organized by Dr. Luz Elena Ramirez, is next Tuesday, January 24, 2017 from 2 to 3:30 PM, in the Event Center at RAFFMA.

c. College Communication – Dean Ballman

- Chairs' Council summary notes and agendas are posted on the web.

- Brown Bags with faculty, staff and students are scheduled on a quarterly basis. An email invitation for this quarter will be going out soon.
- There will be a State of the College Chat on January 31 from 1-2 PM.
- There will be a luncheon for first and second-year tenure-track faculty this quarter to promote collegiality and professional development (grant) opportunities.

## **2. Budget – M. Fuller**

- The campus will host a CSUSB Business Conference on February 27, 2017, as part of professional development for staff. The conference will be an all-day event geared towards Administrative Support Staff (ASAs, ASCs).
- According to the Academic Labor Relations Director, the campus is not required to pay retired faculty who return to work after 180 days the same salary. If there is the need to compensate faculty at a higher rate, please get in touch with Dean Ballman or Ms. Fuller.
- A new process to report non-teaching assignment duties has been implemented. A spreadsheet by Department has been created to reflect instruction time and assigned time (total units should equal to 12).
- Teaching Associates (TAs) are now non-exempt employees. We are waiting for further directions on time management from the Chancellor's Office.

## **3. \*CSU Graduation Initiative 2025**

- a. Funding from the Provost: Dean Ballman announced that the Provost approved a support staff, and two paid Peer Advisors to work with the College Professional Advisor, Sara DeMoss. In addition, support was provided for two “super faculty” advisors from the two largest departments, Communication Studies and English who will be trained on the latest advising tools; as well as for additional support for Philosophy's Logic Lab.  
Leadership Retreat: Dean Ballman thanked those who attended the Leadership Retreat on January 18. Dr. James T. Minor shared that CSU is the largest and most diverse system of public higher education in the country that should also be the best system in the country. Numerous suggestions were offered to address the Graduation Initiative, such as creating schedules that are student-centric vs. faculty-centric, and eliminating the practice of dropping students for non-payment.
- b. Posting of Faculty Names and Office Hours: Please make sure that all faculty post their office hours on a quarterly basis.

## **4. Costs and Efficiencies – Dean Ballman**

We all need to be good stewards of the scarce resources received from students, their families, and from state taxpayers, as together we develop a culture of common responsibility. We cannot be all things to all people: If course numbers are low, we need to rethink: Number of course offerings, does the curriculum we are offering speak to students' interest? Does it address student preparedness as ‘educated’ citizens and being prepared for the workplace with the appropriate knowledge and skills?; and is the curriculum streamlined for undergraduate students? Particularly if numbers are low we must consider our program promotion and recruitment efforts.

a. Class Scheduling

Dean Ballman mentioned the need for students to enroll at least three weeks before the beginning of the following quarter.

b. Minimum Class Sizes, Student-Faculty Ratios, Average Class Sizes:

When the minimum class guidelines were implemented in Fall 2014, it was with the idea that minimum was minimum. The college should be operating above the minimum. In Winter 2016, under-enrolled class cancellations represented a savings of \$111,816 for the college.

Dean Ballman mentioned that starting in Spring 2017, there will be a discussion about student/faculty ratio (SFR) to be assigned to every department, as another measure to improve efficiency.

c. Dean Ballman mentioned that there needs to be a more consistent approach regarding faculty assigned time for Fall 2017. A systematic process will need to be developed for chair and dean approval.

5. Q2S (next agenda item)

6. Staff Issues – Department ASCs

- a. Notifying the Dean's Office: Dean Ballman asked Department Chairs to ask department ASCs to notify the Dean's Office when they plan to be away from the office. At this time, only one current ASC actually notifies the Dean's Office.
- b. Coverage: ASCs are asked to notify the College's Office when department offices are to be closed during business hours. This is a matter of common courtesy to all.