

College of Arts & Letters Council of Chairs Meeting
June 2, 2016 - 10:00 AM – 11:45 AM
UH-237

SUMMARY NOTES

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

Approval of Summary Notes from 5.19.16 Chairs Council (approved)

Dean Ballman expressed her appreciation to Drs. Matthew Davidson and Carmen Jany, who will step down as Department Chairs of Philosophy and WL&L, respectively. She also congratulated Professor Katherine Thomerson, Coordinator for the Liberal Studies Program for her outstanding work with PALs. Professor Thomerson will retire this academic year (2015/16).

1) Announcements

- a. Chairs
- b. Dean's office

Interim Associate Dean - Dr. Rueyling Chuang

- CourseMatch: Professors Michael Salvador and Matthew Poole received \$4000.00 each for their Departments. Dean Ballman expressed special thanks to Dr. Chuang for all of her efforts in this regard.

Dean Ballman

- Contract between CSU and CFA was ratified
- CAL Outstanding Faculty and Lecturer: Were honored at the College Outstanding Faculty reception at Dean Ballman's on May 5th, at the CSUSB luncheon for all Outstanding Faculty on May 17th, and they will be honored at commencement on June 18th, 2016.

College of Arts and Letters

- College Outstanding Students and PAES Scholars were honored at a dinner with President Morales on May 30th, and will be honored at commencement on June 18th, 2016.
 - ASCs Meeting: Dean Ballman attended a meeting with Department ASCs on May 20th. Dean Ballman expressed her support to the College staff and asked ASCs about ways to improve campus climate on campus. Some departments provide refreshments to promote conversation and camaraderie. Concerns were expressed that some faculty should try to be more considerate of staff, particularly regarding last minute requests.
- 2) Budget - M. Fuller
Went over the end of the fiscal year deadlines: Direct expenditures, June 10; procurement card June 15; budget transfer and transfer of expenses, June 17.
- 3) Q2S Discussion about conversion - Dean Ballman
Q2S Co-Director Kim Costino and others from CSUSB have actively visited and communicated with other Q2S CSU campuses. CSU provides 100% compensation for systems conversion, and about 2/3 support for work toward academic conversion.
- 4) Large class guidelines (handout) - Rueyling Chuang, Interim Associate Dean
- Went over the large class guidelines and compensation model.
 - Due to workload and fairness issues, department chairs need to be mindful when scheduling large lecture classes regardless of part-time or tenure track status. Unless otherwise approved by Dean Ballman, no instructor shall teach two or more sections of large lecture classes that enroll more than 230 students each in any given quarter.
 - Departments bear the financial responsibility of compensating student assistants and granting additional WTUs for teaching large lecture classes.

5) Summer School 2016 - Dean Ballman

Summer school is no longer offered with state support, and needs to be self-supporting. Realistic and fair minimum numbers for CAL classes are: 20 for tenure-track faculty and 15 for lecturer faculty. Please feel free to address any concerns about this to Dean Ballman.

Tenure-track searches in 2016/17: Numerous TT searches were conducted in 2015/15. At the present time there is uncertainty regarding the budget, and it looks like only failed searches (e.g. music) will take place in 2016/17.

6) Dean's Mini-Grants

The notice was sent out on Friday, May 27th, 2016. Mini-grants were designed to address the interest of faculty about project based learning. The process to apply for mini-grants is fairly simple: A one to two-page proposal that includes area of expertise and taught by two professors from two different departments. The application deadline is June 10th, 2016.

7) Fall 2016 Announcements - Dean Ballman

- CAL Chairs Council Start-of-Year retreat will take place on September 15th - 9:00 AM to 2:00 PM - Ho-O-Kan Room, Mission Inn Hotel, Riverside, California.
- New faculty orientation on campus starts at 3:30 PM.
- Convocation: Please encourage new faculty to attend convocation on September 19th at 9:00 AM.
- College Fall 2016 Meeting and Ice Cream Social: September 19th from 1:30 to 3:00 PM. Location to be determined.