

College of Arts and Letters
Council of Chairs' Meeting
March 23, 2017 - 10:00 – 11:50 AM
University Hall 237

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

Time Certain 10:15-10:30AM

Dr. Alysson Satterlund, Associate Vice President and Dean of Students, discussed student conduct policies and procedures pursuant to Executive Order (EO) 1098 and FERPA (the Family Educational Rights and Privacy Act). Specifically,

- Faculty can report student misconduct on the following website: <https://www.csusb.edu/student-affairs/student-conduct>;
- In the event that students do not accept responsibility or no agreement can be reached with respect to a sanction, students may request a hearing;
- The sanctions may include educational reflections, written assignments, disciplinary probation, suspension of one academic year or more, or expulsion;
- There should be due process with regard to allegations, charges and sanctions of student misconduct; and
- In accordance with the FERPA law, the subsequent sanctions or results of the student conduct conference and/or hearing shall remain confidential.

In addition, Dr. Satterlund stated that:

- she will look into the matter of adding annual statistical reports of the results of students' alleged misconduct on SharePoint, a web-based portal for sharing and storing CSU documents;
- It is recommended that at the beginning of each class faculty discuss with students the definition of plagiarism and academic dishonesty;
- It is also advisable to add a statement in the course syllabus, which serves as a "contract" between the instructor and students, such as "Academic honesty is expected in this class" and if students need more information they can click on the following link: <https://www.csusb.edu/student-affairs/student-conduct>;
- Issues pertaining to academic dishonesty and student misconduct will be discussed at the new Graduate Student Orientation, International Students Orientation and SOAR to address cultural understandings, university expectations, and the importance of citing other people's work; and
- Dr. Satterlund and Ms. Lisa Root, Interim Director of Student Conduct and Ethical Development, would be happy to visit any department meetings to respond to any questions from faculty. Email asatterlund@csusb.edu to schedule a meeting.

1. Announcements

- a. Chairs
- b. Dean's Office

M. Diazgranados, ASC

- The commencement ceremony for Arts and Letters (with the College of Education) will be held on Saturday, June 17, 2017, 12:00 PM, at the Citizens Business Bank Arena in Ontario, CA.
- Forms for the nomination of the college outstanding graduate and undergraduate students were sent to the chairs via e-mail.

- Please start thinking about the student speakers who will represent your departments for the CAL commencement video.
- Sabbatical (SAB) leave reports shall be submitted to respective department chairs with a copy to the college dean upon the faculty return from a SAB leave. S. Hyon suggested that the college office send a reminder to chairs and faculty about the submission of SAB reports.

R. Chuang, Associate Dean

- Discussed the final version of equipment fund allocations. M. Fuller will disburse the allocated equipment funds by April 1, 2017. Please inform your ASCs to complete all purchases by May 30, 2017, and to submit an inventory report of the purchases to K. Han so that he can keep a record of equipment purchases and catalog the equipment as the property of the state.
- Went over the historical record of equipment purchases and the distribution of general and lottery funds for this year and the last seven years (2010-17 AY) to give chairs a sense of which departments received the most in equipment allocations, including the College Dean's Office (which includes IT, Advancement, and Advising).
- Please remind faculty that grades are due on Tuesday, March 28, 2017 (by 8:00 PM).
- The Records Office will eventually use digital Change of Grade forms, possibly going live in the forthcoming fall quarter. Meanwhile, R. Chuang will send a PDF fillable file of the Change of Grade form for faculty who need to submit the forms electronically.
- Mini-grants applications are due on April 17. Please encourage faculty to apply.
- R. Chuang created and shared a digital repository (on Google Drive) of grant proposals written by grant mentors to assist first and second-year tenure-track faculty who would like to see other successful grant proposals pertinent to mini-grants, summer stipends, and TRC (Teaching Resource Center) grants.

T. Ballman, Dean

- The CSU Board of Trustees voted in favor of the 5% student tuition increase.
- HR Director César Portillo announced that the process of background checks has been changed to expedite the process: We now only need documents for the past five years of employment (vs. 10 years). Faculty background checks can be expedited if official transcripts are submitted, and recruitment committees submit information on professional references.
- All international travel requires the approval of the president at least 30 days prior to the day of travel. Please inform your faculty at department meetings or via email of the requirement. Dean Ballman will only approve international travel that is in compliance with the CSUSB Travel Request approval policy.
- A campus-wide Budget Open Forum will be held on Thursday, April 20 from 9:00 to 11:00 AM in the Santos Manuel Student Union Fourplex. This Budget Open Forum will focus on a revised outlook towards CSUSB funding for the 2017/18 academic year with updated information. For those who cannot attend in person, the [Campus-Wide Budget Open Forum presentation](#) will be live-streamed.
- The college will implement a new CAL Staff Awards program as suggested by the College of Arts and Letters Strategic Planning Task Force to recognize staff members who distinguish themselves in their performance and contributions to the college and university. A draft of the criteria and nomination process was distributed to staff for their feedback. Two staff members will be honored each year, one in the fall and one in the spring quarter. All staff and faculty can nominate a staff colleague. The Awards Committee will be composed of a representative from the Human Resources Departments and 2-4 ASCs from the college. All staff will continue to be recognized at the Staff Appreciation Luncheon in January and one Honorary Department ASCs will be recognized each spring.
- Chairs Council meetings schedule: The April 6 meeting has been canceled (we will not schedule meetings on the first week of the quarter again). Instead, there will be a meeting on April 13 when V. Gupta, Associate Dean, Jack H. Brown College of Business and Public Administration, will give a presentation on Applied Arts and Applied Humanities to the Chairs' Council starting at 11:00 AM. The

April 20 meeting has been canceled, and there will be a meeting instead on May 4, when we resume the original schedule.

2. Budget – M. Fuller, AAS
M. Fuller attended the Q2S meeting for ASCs and was unable to attend this meeting.
3. Q2S
 - There was a discussion of the proposed GE courses and the two models in approving the structure: Option (1) faculty can propose various tracks; or Option (2) there will be a set of predetermined themes, faculty will then submit proposals, and the GE Committee will make the final selection.
 - The CTC Alignment Matrix requires 84 semester units (not including the GE) for our Liberal Studies' (LS) Elementary Subject Matters (ESM) Program. LS will not be ready for the ESM spring submission. December 2017 will be a more feasible submission time. C. Spencer, the Liberal Studies Coordinator, will be retiring at the end of Summer 2017.
 - Dean Ballman mentioned that PDC plans to launch a new concentration through the Jack H. Brown College of Business and Public Administration: Hospitality Management, supported by the PDC community and Marriott Hotel.
4. *CSU Graduation Initiative 2025