

College of Arts & Letters - Council of Chairs Meeting
March 9, 2017 - 10:00 – 11:50 AM -UH 237

Present:

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

Approval of Summary Notes from 2.23.17 (approved)

Time certain: 10:00 – 10:10 AM - LaKeisha Rivers, Associate Director, Financial Aid

Ms. Rivers gave an overview of how students receive financial aid. Once students submit the necessary documentation, they are awarded aid for the entire academic year. Financial aid awards can be granted as early as April prior to the following academic year. Students can be provided funding for up to 270 quarter units, but they are required to meet certain requirements such as Satisfactory Academic Progress (SAP) to maintain their financial aid. Students receive instruction at SOAR and by Financial Services about the financial aid process, and the importance of checking their My Coyote accounts for any registration 'holds.'. Information about the process with deadlines can be found at: <http://finaid.csusb.edu/>

Time certain: 11:10 – 11:30 AM - Tatiana Karmanova, Dean, College of Extended Learning – Summer Session 2017 (handout)

Dean Karmanova provided information on Summer Session with the help of a PowerPoint presentation. She said that summer session has been offered on self-support through the College of Extended Learning since Summer 2015. Two types of financial aid is available to students: regular financial aid separate from the academic year for students who qualify; and GIG (Graduation Initiative Grant) available to all students. Most students (72%) enrolled in summer session are juniors and seniors, making summer an important opportunity for students to take bottleneck and other high demand classes that will help toward graduation. Any class cancellations take place at go/no-go meetings with college deans/associate deans in consultation with department chairs. President Morales made the decision for CSUSB to move from state- to self-support summer, and it is he who has insisted that colleges and departments receive funding directly. This funding is based on FTE (50%) and efficiency (50%). For summer 2016, the total amount received by CAL and its departments is \$123,574. Dean Karmanova will send via e-mail the Graduate Earlier – Take Summer Session flyer, also available on the CEL website: <https://www.csusb.edu/summer>

1. Announcements

- a. Chairs
- b. Dean's Office

Associate Dean - R. Chuang

- Updates and follow-up: There is additional useful information from the Student Financial Services (SFS) website (for instance, the deadline for dropping students with a past due balance). In addition, the Records Office updated its link for important dates for the 2017 calendar year. March 6, 2017, is the

last day to submit petition to drop after census for the winter 2017 term. Please share the information with your faculty: <https://www.csusb.edu/registrar/important-dates>.

- R. Chuang sent the revised classroom allocations for fall 2017, to chairs and department ASCs on March 8, 2017. There will be more classroom swaps in the winter 2018. R. Chuang will follow up with an update for winter 2018. Meanwhile, Room CE 116 (capacity of 60) is currently reserved for HUM on Tuesday and Thursday, from 10:00 AM to 2:00 PM. Please let R. Chuang know if you need CE 116 during the specified time.
- The equipment budget allocation was revised on March 6, 2017, specifically for the Department of Music.

Dean T. Ballman

- Requests for nominations for the Outstanding Faculty (Teaching and Instructional Related Activities; Scholarly, Research and Creative Activities; and Service) and for Outstanding Lecturer have been sent to departments. Outstanding Faculty will each receive \$1000, and the Outstanding Lecturer \$500. T. Roy asked about the possibility of nominating other lecturers for this award. Dean Ballman mentioned that for this year it will be full-time lecturers only, but will revisit this conversation for next year.
- Alysson Satterlund, Associate Vice President and Dean of Students, Student Affairs, will attend the next Chairs' Council meeting on March 23, 2017, to discuss student conduct and ethical development.
- The Provost shared that the tuition increases that the CSU is requesting is a way to strengthen tenure-track density. If tuition increases are improved, it is estimated that 400 new TT faculty would be hired across the system.
- Attended a University Budget Advisor Committee (UBAC) meeting, and the projected budget for 2017-18 continues to look grim. Of the three scenarios, the first two would leave CSUSB with a deficit, and the third would allow for a \$2M surplus.
- The CAL Winter 2017 Newsletter was distributed via email on March 2, 2017, and has received positive response, including from President Morales. It is gratifying to read about CAL faculty and staff activities, and the newsletter is a wonderful way to promote that work.
- IT staff are responsible for providing technical support to the College in five buildings and they are very busy. IT staff cannot assist faculty/staff with personal technical devices, only to help with CSUSB email setup. Please refer faculty and staff in need of technical support for personal devices to the bookstore for Apple products or to the Technology Support Center for PC products.
- Brown Bags with the Dean: Dean Ballman met with over 27 students from all the disciplines in the College on March 7, 2017. Students expressed their satisfaction and concerns: They would like for all faculty to post grades on Blackboard throughout the quarter; some students mentioned that they are unable to enroll in classes they need because priority is given to graduate students; others would like more classes in creative writing. Dean Ballman advised students to start a list when they know of other students wanting to enroll in the same class and to contact their department chair; students with curriculum questions (e.g., Why can't I major in only Photography and not Art?) were directed to their department chairs.

1. Budget – M. Fuller

- The Chancellors Office auditors visited one of the department in the college to review the cash handling process.
- Dean Ballman and M. Fuller will meet with the provost to review the mid-year projections. The budget line for faculty lecturers is a concern because the college received only 2.7 million, including the additional funds for lecturers and the cost for lecturers is over 4 million plus we have to account for the cost of teaching and music instructions.

- Will be reviewing the budget closely and moving expenses as needed from the general fund to summer session fund. M. Fuller will ask department ASCs to do the same, and to review the professional development lines in the departments, specifically the travel line.
- The spring input session with department ASCs is on March 17, 2017, 9:00 to 11:30 AM.
- K. Costino, Director of the Quarter to Semester (Q2S) and P. Bungard scheduled a meeting with all the ASCs on March 23, 2017, 10:00 – 11:00 AM, to provide updates on Q2S and workload impact, if any on the ASCs.
- Winter SFR, the college SFR total is 24.33 (handout). M. Fuller will send the file via email, including pivot table, and a spreadsheet with updated numbers for double majors.

2. Q2S – Dean Ballman

- J. Gilbert, Co-Chair, Curriculum Development subcommittee member, sent an email to campus on March 17, 2017, about the new GE program structure for Q2S that went to the Senate as an information item. Faculty can now start looking at GE structure that will help them do the major buildings.
- Vipin Gupta, Associate Dean, College of Business and Public Administration spent a year at Arizona State University. Dean Ballman invited V. Gupta to the CAL Chairs' meeting on April 13, 2017, at 11:00 AM (which was the reason for rescheduling the on 3.6.17, meeting) to talk about Applied Arts and Applied Humanities as articulated at ASU. Dean Ballman encouraged Chairs to invite their Q2S faculty lead to attend. A discussion on Applied Arts and Applied Humanities may have implications for pathways for GE for majors, minors and certificates.

3. *CSU Graduation Initiative 2025

The provost is announcing to the chairs meeting on March 9, 2017, the five committees responsible for addressing the CSU Graduation Initiative 2025: Pedagogy, Student Enrollment, Student Engagement, Data Analytics, Policy and Procedures. There is also a video campaign targeted to students to increase two and four-year graduation.