

College of Arts & Letters Council of Chairs Meeting
Thursday, March 10, 2016
10:00 AM – 11:45 AM

SUMMARY NOTES

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

10:00 – 10:15 (Time certain): Dr. Kim Costino, Director of Quarter-to-Semester (Q2S) Conversion, discussed some of the activities for semester conversion, and announced the official deadline, fall 2020. She also mentioned that a set of values and guidelines for CSUSB will be developed. There will be townhall meetings for faculty and staff; a Project Manager will be hired; a Steering Committee and various subcommittees will be selected (including curriculum, budget, communication, GE configuration and assessment). There will be sessions with TRC starting in the summer 2016. Dr. Costino requested cooperation in the recruitment of faculty to serve on the different committees.

1) Approval of summary notes from 2/25/16 chairs council (approved as amended).

2) Announcements

a. Chairs

- Art: Have selected three finalists for the sculpture position. Design students will be working with a non-profit organization; their work will be displayed at the San Bernardino Art Night.
- Communication Studies: Showing a screening of student films on Wednesday, March 16 at noon in UH 243. Putting together a group of students' film project for Art Night.
- English: Self-study reviewers visited the campus during the first week of March 2016.
- Liberal Studies: Slam Poetry Event on March 18. Emily Arrow will be singing music from her latest CD, the date will be determined.
- Music: Quarterly schedule of upcoming events has been uploaded on the Department webpage.
- Philosophy: An alumnus (now a student at USC Law School) will be professor for a day.
- Theatre Arts: Arabian Nights will be showing at the Barnes Theatre on March 11-20, and at the Palm Desert Campus on April 9 & 10, 2016.

b. Dean's office

Martha Diazgranados:

- SAB/DIP applications are due in the College Office on March 28, 2016.
- Nomination forms for the selection of the CAL Outstanding Faculty are due on April 11.
- The CAL commencement ceremony is on Saturday, June 18 at 8:00 PM at the Citizens Business Bank Arena. Please start thinking about departmental highlights.

Associate Dean – Dr. Rueyling Chuang

- Professional Award Committee (estimate a 75% of proposals will be awarded): Need more department representation on this committee. Dr. Chuang will report back about the

possibility of having faculty who have submitted proposals to serve on this committee (and to recuse themselves when their proposal is being reviewed).

- Grade reports: Due on March 29, 2016 (by 8:00 pm). Grade rosters need to be posted on People Soft. The deadline for low enrolled classes is March 21, 2016.
- Classroom allocations will be similar to last Academic Year. Dr. Chuang is conducting a research on Astra about the needs for classroom.

Dean Ballman

- Professor Dany Doueiri won the Golden Apple Award.
- Dean Ballman attended the CSU HSS Deans Meeting (held at Sacramento State University on March 3-4). The discussion touched on:
 - Graduation rate: The 4-year graduation rate which is the most important metric for the Governor and The Board of Trustees;
 - Creative scheduling of classes - some campuses scheduled classes on Fridays and Saturdays at 6:30 AM, and it has been well received by faculty and students;
 - Curricular relevancy - Several deans expressed the need for disciplines to be or seem more relevant to “real life” and career. Dean Ballman asked if Chairs would be interested in meeting with the Chairs of the College of Business to discuss courses in writing to better prepare students. Deans Rose and Ballman had discussed this and are happy to arrange a meeting with both Colleges;
 - CSU Fullerton has connected their activities to their Strategic Plan. Have increased their 6-year graduation rates from 51% in 2012 to 62% in 2015 by using EAB and enhancing professional advising;
 - CSULB: Uses the motto “4 for More” upon admittance ask students major or a minor.
- CAL Newsletter: Please send any faculty/student achievements to Alicia Corral for inclusion in the College quarterly newsletter.

3) Budget – Michelle Fuller

- Equipment requests: Approved equipment list was sent to ASC’s. Allocated equipment funds (general fund account) were transferred to departments. Lottery equipment funds need to be used by end of the year.
- Equipment Inventory: Equipment that has a useful life of more than 10 years (pianos, ovens, and Kilns) will stay on inventory list until de-commissioned.

4) Outstanding Faculty Events - Dean Ballman

CAL Outstanding Faculty Reception: Will take place at Dean Ballman’s residence in Highland, CA on May 5, 2016. Dr. Salvador proposed the nomination of a College Outstanding Lecturer (with 3-year entitlement). It was agreed for Dr. Salvador to work on criteria for the nomination of an Outstanding Lecturer.

5) CAL Outstanding Staff

The third CAL Outstanding Staff will be honored