

College of Arts and Letters  
Council of Chairs' Meeting  
Thursday, May 18, 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, and C. Spencer.

Approval of Summary Notes from 4/27/2017.

1. Announcements

a. Chairs:

- **Arts and Music:** Arts and Music Festival scheduled for Friday, May 19, 2017, at 4 PM. Student contribution includes the recently formed mariachi ensemble, various art activities/instruction for the public, and student and Mexican artist exhibitions.
- **Communication Studies:** Dr. Salvador shared a story of how he arrived to campus with two different colored shoes. He also announced that three *Coyote Chronicle* articles had been published by the *Los Angeles Times*.
- **Theatre Arts:** Family Night at the Theatre on Friday, May 19, 2017, at 5 PM.

b. Dean's Office:

- Diana De La Cruz
  - New lead for June Commencement ceremony.
  - Diana asked Chairs to follow up on the email sent to CAL faculty on 5/17/2017 regarding their participation at commencement.
- Dr. R. Chuang, Associate Dean
  - **Minimum Class Sizes for Summer 2017:** 17 students for lecturers and 20 students for TT faculty.
  - **Phase 1 for Winter 2018 Class Building:** Scheduled from May 15, 2017 through June 5, 2017.
  - **Classroom Allocation:** Dr. Chuang will be emailing a revised classroom allocation form due to classroom swapping with the College of Extended Learning. Please forward any classroom allocation requests to Dr. Chuang as soon as possible.
  - **Online Forms:** Grade Grievance Form, Part-Time Evaluation Forms, and Change of Grade Reports are now available online (CAL Homepage>Faculty>Resources>Forms).
- Dr. Terry Ballman, Dean
  - **Dean's Office Staff:** Dean Ballman announced that Martha Diazgranados no longer works in the college.
  - **CAL Star Award Inaugural:** Mike Wichman, from Communication Studies, was awarded the CAL Star Award. In addition to his award and CAL Star T-shirt, he was gifted \$100 dollars in Flex Cash that may be spent on campus.

- **Vote of No Confidence:** Dean Ballman mentioned the letter written by CSUSB Deans to the campus community whose intent was to express a commitment to building bridges, and to the continued progress of the campus.
- **Mandated Reporters of Title IX:** Reminded Chairs that they and all faculty are mandated reporters of Title IX and are required by law to report any cases to that office.
- **Dean's Signature:** Dean Ballman asked Chairs to speak to their faculty in regards to documents/grant applications that need to be signed by the Dean. Documents need to be given in a timely manner to be reviewed before she can approve requests.
- **Fall 2017 Program Review:** Philosophy, French, and Spanish programs are scheduled for the 2017-2018 AY. Dean emphasized the need to report all assessment activities in self-studies.
- **CAL Monitors:** Television monitors will be mounted and information will be displayed from 7 a.m. – 11 p.m. The college office will control the content and there will be an email domain to send requests to.
- **End of Year Chairs' Council Meeting:** Scheduled for Thursday, June 8, 2017. Janelle Gilbert has been invited to speak to chairs about General Education for CAL.

1. Budget:

- Michelle Fuller
  - **Additional Sections:** Michelle explained that there will no longer be any funding for additional sections. The Provost and Academic Affairs are rolling out a new funding model to all colleges. The new model will focus on FTE targets, FTES divided by SFR, and each department will be assigned appropriate targets and SFR's.
  - **Flex Cash:** Michelle explained that Flex Cash is money that is loaded onto a Coyote One card that can be spent on campus. Flex Cash is not taxable and can come out of General Fund or Philanthropic Account. Michelle will follow up on any Flex Cash restrictions.
  - **Cash Handling Audit:** In an audit, there were 14 violations of cash-handling policies across campus. General Accounting will meet with respective areas to review processes of cash handling.
  - **Adobe Contract:** SHI is the new Adobe software vendor. Michelle will forward contact details to Chairs and department ASC's.

2. Roadmaps:

- Dr. Chuang discussed department roadmaps and the importance of them being current and accurate to help students graduate on time. She shared that campus will be using a new portal called U-Direct. PAWS and U-Direct interface collaboratively to help students register for classes. She will be working with department chairs on their respective roadmaps.
- Departments were asked to submit a 4-year and a 2-year transfer roadmap that includes General Education by Thursday, July 1, 2017.

3. Tenure Track Hiring Request and Criteria:

- Dean Ballman and Chairs discussed the Tenure Track Recommendation Form. This form will be used to request a TT position, and will ask for information regarding student demand, curricular needs, career opportunities, etc. Return any TT requests to Dean Ballman (deadline: Monday, June 5, 2017).
- TT lines for AY 2017-2018 Recruitment: 4 TT lines for the college are expected.

*Meeting adjourned at 11:46 AM.*