

College of Arts & Letters Council of Chairs Meeting
May 19, 2016 - 10:00 AM – 11:45 AM
UH-237

SUMMARY NOTES

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

Approval of Summary Notes from 5.5.16 Chairs Council (approved)

10:00 – 10:15 (Time Certain): Alysson Satterlund, Associate Vice President & Dean of Students, Division of Student Affairs, gave a quick overview of the division in the areas of student support and went over their organizational chart (handout). Dr. Satterlund also highlighted division updates: In the process of building a new residential community on campus that will house academic learning space, university policy, recreation, community kitchen, common dining area, faculty/staff dining area, and a small community shopping area that will address safety issues. The expected opening date is fall 2018; The unveiling of the new Coyote statue in honor of the university's 50th Anniversary on June 3rd; There is a new CARE management model to assist student in distress. There is a new SOAR at PDC. Additionally, the division will be sending a link to survey the division.

1) Announcements

a. Chairs

- Art: Finalizing search for the Assistant Professor in Sculpture. The San Bernardino Art Night is tonight, May 19th. CSUSB participation is: Students Art design presentation, studio art shows, and student films from Communication Studies.
- Phil: The Philosophy Department and the College of Arts & Letters office will surprise Ms. Rachel Siordia, Department ASC, as the Honorary Staff member for 2016 on May 26 at 4:00 P.M. An email invitation will be sent by the College Office. Dr. Davidson mentioned that he attended a shared governance meeting at CSUSB.

b. Dean's office
Martha Diazgranados

Commencement: Faculty readers are from Arts & Letters, hooders from the College of Education, and marshals from both Colleges.

Interim Associate dean - Dr. Rueyling Chuang

- Course Match: It is required by the Chancellor's Office to apply for CourseMatch every quarter, except for summer.
- The deadline to apply for the fall quarter is June 8th.
- Please let Dr. Chuang know if you have any new courses that you would like to add.
- Curriculum committee: Next meeting is on Wednesday, May 25th, at 9:00 AM in UH 237. The deadline for minor curriculum changes is Friday, May 20th.
- Roadmaps: There will be a centralized curriculum depository. It is extremely important to have up-to-date roadmaps for each discipline before semester conversion. July 1st is the deadline for the submission of the most up-to-date roadmaps.
- College website: CAL is the first college that has been converted to Drupal system. The CAL banner image is constantly being updated to showcase the College. Please let Dr. Chuang know about any upcoming activities and content updates to keep the website current.

Dean Ballman

- New Provost: Dr. Shari McMahan from CSUF is the new provost.
- CAL Outstanding Faculty Reception: Outstanding faculty were honored at the College Outstanding Faculty reception at Dean Ballman's on May 5th, and at a CSUSB luncheon for all Outstanding faculty on May 17th.
- CAL Leadership Board: Had a retreat on May 9th.
- Pre-tenured Faculty meeting: Dean Ballman hosted a meeting with pre-tenured faculty on May 16th and spoke about the campus climate survey; she mentioned that there is the need to report bullying or unprofessional behaviors to immediate supervisors and/or to the Dean. She told them that they are the future of the university and it is important for them to feel supported in the work that they

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do. Dean Ballman asked pre-tenured faculty what the Dean's office could do to better support them: the only idea was to have the opportunity to socialize at some point.

Dr. Chuang went over internal and external grants opportunities.

Dean Ballman reminded faculty to apply for Dean's mini-grant; the call for mini grant will go out soon.

- Los Angeles Times representative visited the campus: There was a meeting with Dean Ballman and Dr. Michael Salvador, Communication Studies Department Chair. The LA Times is interested in perhaps supporting the Journalism Program at CSUSB and would like to co-host an event in October to discuss the role of media. The panel will likely have reporters from the LA Times, Communication Studies media/journalism professors, and perhaps a sociologist who studies race and class.

Recently the LA Times had two series of articles, one surrounding the December 2nd shootings, and one on Broken Cities: They received the Pulitzer Prize for their coverage of the shootings.

- CAL Spring 2016 newsletter: Dean Ballman expressed her appreciation to Chairs for helping to get information on faculty, staff, and alumni accomplishment to Ms. Alicia Corral, College Development Associate.
- Mileage reimbursement: The College will not reimburse mileage for travel to the PDC campus.

2) Budget - M. Fuller

Michelle Fuller was unable to attend the meeting, Dean Ballman informed chairs that Michelle would be sending SFR reports via email.

3) Q2S

Discussion about Q2S conversion. The following information was shared: Steering committee selection is almost done; parameters for courses are not in place yet; there will be a meeting next week about GE transformation in PL 1005.

4) Comments Regarding Joint CBPA - CAL Meeting of May 12, 2016

Dean Ballman thanked Dr. Chuang for taking the notes.

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Dean Ballman and CAL Chairs were pleased to have open and thoughtful communication with the BPA Chairs about partnering with CAL. It was good to see that they recognized that their students could improve in public speaking, creativity, and writing skills. The CBPA expressed interest about future projects with Arts & Letters. Dean Ballman mentioned that she is open to any ideas from CAL Chairs; oftentimes the conversation focusses on budgetary concerns (e.g., how will faculty be compensated for team teaching?). She encouraged chairs to create classes and curricula that are best for students and to let the administration focus on ways to fund new projects. Dean Ballman envisions having two more meetings with CBPA in the fall.

5) Summer School 2016 - Dean Ballman

Dean Ballman asked chairs about enrollment of minimum class size: 15 for lecturers, 20 for tenure-track. She also mentioned that chairs are welcome to meet with her to discuss enrollments, if needed.

6) TT Hiring for 2016-17 - Dean Ballman

Based on budget uncertainty; we may be able to recruit for only searches that failed this year (e.g., Music).