

College of Arts & Letters Council of Chairs Meeting

May 5, 2016 - 10:00 AM – 11:45 AM

UH-237

SUMMARY NOTES

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

Approval of Summary Notes from 4.21.16 Chairs Council (approved as submitted)

1) Announcements

a. Chairs

- Art: Hosting a 5 de Mayo potluck lunch in the courtyard
- Communication Studies: Hosted the Communication Studies Symposium on May 2nd; 17 alumni members of the Alumni Council were back on campus. It was a very successful and well-attended event. The Coyote Network is like a role model for students who get very successful internships.
- Liberal Studies: The Family Night theatre production on April 22nd was a success. The next teacher event is on May 20th; the title is “Ain’t No Mountain High Enough.” Professor Thomerson announced her retirement (July 5th is her last day).
- Music: The opera “Don Pasquale a la Tarantino” will be performed on May 6th and 7th. The search for the Band Director failed, but will take place next year.
- World Languages & Literatures: The Latin American Studies Conference was a great success and very well attended. Professor Aurora Wolfgang accepted a position as a visiting full professor at Michigan State University and the following year she will be a Resident Director in France.
- English: The English Department hosted the 50th Golden Anniversary Celebration on April 30th with numerous faculty, former faculty, students, alumni and guests in attendance.

b. Dean’s office

ASC/II - Martha Diazgranados

- CAL Outstanding Graduate/Undergraduate students: Please send documentation and nomination for the selection of the College Outstanding Student by May 6th.
- The Commencement Committee will meet on May 6th at 1:00 PM. A recommendation was made for next year to make the call by the 8th week of the winter quarter to give Chairs sufficient time to gather information (chairs need to make sure that nominated students have complied with graduation requisites).

Interim Associate Dean – Dr. Rueyling Chuang

- Equipment requests: Each department was given equipment approval. May 24th is the deadline to place orders for large equipment items (+ \$10,000); May 30th is the deadline for smaller equipment items (\$500.00).
- Summer 2016 timeline: Summer session minimum class enrollment requirements are 15 students for lecturer faculty, and 20 students for tenure-track faculty. The College of Extended Learning has specific timelines for summer 2016; June 6-10 cancellation of low enrolled courses for first 6-weeks and 10 week sessions. July 18-20 cancellation of low enrolled courses for second 6-week session.

Dean Ballman asked Chairs to encourage students to sign up for summer sessions and other terms no later than two weeks in advance, particularly for courses that are small.

- Budget Analyst - Michelle Fuller

Deadlines about the Summer Go/No-Go Review are:

The first round of Go/No Go review for 6W1/10W is on May 23rd (via email) and the 2nd round is on June 6 (CEL will meet with Dean's Office).

6W2 summer session will be reviewed the July 4th week (via email) and the 2nd round July 18 (CEL will meet with Dean's Office).

Dean – Dr. Terry Ballman

- Kim Costino spoke to the Deans' Council about the development of semester conversion. The Q2S Steering Committee has been officially appointed and subcommittees will be formed at a later date, such as Budget, Curriculum Development and Unit Exceptions. Chairs expressed concerns about funds for faculty that will work on semester conversion. If there is a distinction made for faculty who transform (make curriculum different) or convert, both merit compensation, but transformation will merit more compensation. Transformation versus transactional takes a fair amount time, so this needs to be defined. Dean Ballman re-emphasized the importance of curriculum efficiency which has an important impact on teaching load and recommended discussing Q2S at every meeting to share information or concerns.
- Faculty Book Launch: On April 21st the book launch celebrated books by David Carlson, English Department, Heather Hundley, Communication Studies and Stephen Leigh Morris, Theatre Arts.
- Spring 2016 Faculty Showcase: There was a celebration on campus on course redesigns of innovative pedagogies and technologies. There were 15 faculty, which 6 of the 15 from the College of Arts & Letters. The top two awards went to CAL faculty: T.C. Corrigan from Communication Studies and Laura Eddings from English Department.
- Provost search committee met for the last time on May 4th. President Morales will meet with the committee to discuss the findings.
- Faculty Colloquium: On April 22nd there were presentations from Jenny Andersen and Jessica Luck, English, Arturo Fernandez Giber, WL&L, and Allen Menton, Music Department.
- Michael Casadonte, IT Consultant, ITS Web Services, is almost done with the CAL web page conversion to comply with campus policy.
- CAL Outstanding Faculty Celebration: Will start at 4:30 PM (program at 5:30 PM) at Dean Ballman's residence. Everyone is welcome to attend even if they have not sent in their R.S.V.P.
- The meeting with the Colleges of Arts & Letters and Business and Public Administration has been scheduled on May 12th at 10:00 AM in the library. More information forthcoming.

2) Budget – M. Fuller

- Faculty Assignment by Department (FAD): Will be assigned to the ASC's starting Fall 2016. FAD reports are a tool to validate faculty workload. The information is reported to the Chancellor's Office.
- SOAR Compensation: Faculty will be compensated for participating in SOAR events; guidelines for compensation will follow.
- SFR report for winter and spring will be available at the next chairs' meeting.
- Reminded Chairs to remove Dean Ballman as user-added approver and to add Michelle Fuller as budget approver on Concur Travel System.

3) Campus Climate Survey

Dean Ballman expressed her concern about the climate on campus, and the need for all of us to have a positive work environment. Dean Ballman asked: How are faculty feeling? What are they saying? And, what can administration do to make things better on campus?

Some faculty report that they do not feel included in the decision-making process. There has been much change on campus happening “too fast.” One chair said that it was clear that there was a negative bias to the survey questions. If the surveys were conducted today, the results would be better, due in part to the faculty salary increases. As there is much anxiety surrounding Q2S, it would be very helpful if the administration told faculty what the teaching load with semesters will be. “Even knowing the load would be 4-4 would be better than not knowing.” There was frustration expressed about the lack of faculty participation at faculty forums and then how faculty complain about decisions made. Perhaps it will be more beneficial if the President attended department meetings to meet with more faculty. There was a suggestion made that data be collected every quarter to get a better sense of the campus climate, perhaps using online surveys on a regular basis since administration seem to be data driven.

4) Safety and Active Shooter Discussion

- a) There will be a “shelter in place exercise” on May 20th at 9:30 AM near the SBS Building for 1 ½ hr to see how well the campus would respond to an active shooter event. There will be off campus agencies, campus police (a helicopter) and other organizations. This will be a very comprehensive exercise.
- b) Police Department: There are videos on safety and active shooter situations for students and staff available.

5) Summer School 2016 – Use of Waitlists

Dean Ballman asked that waitlists be used whenever possible in summer school classes.

6) Professional Development

- a) Pre-tenured Faculty: Dean Ballman will be convening a meeting to discuss grant opportunities with new faculty.
- b) Staff: Next year funds will be set aside for staff professional development opportunities.
- c) Professional Leadership Program: Dean Ballman said that there is interest in implementing a Faculty Leadership Program with the College of Social and Behavioral Sciences.