

College of Arts & Letters Council of Chairs Meeting
Thursday, October 20, 2016 - 10:00 – 11:00 AM
UH 237

SUMMARY NOTES

Attendees: Terry Ballman, Rueyling Chuang, Thomas Davis, Michelle Fuller, Sunny Hyon, Robert Knop, Matthew Poole, Tony Roy, Michael Salvador, Terry D. Smith

Approval of Summary Notes from 10.6.16 (approved as amended).

- 1) Announcements
 - a. Chairs
 - b. Dean's office

Martha Diazgranados

The December 2016 commencement is on December 10, 2016, at 9:00 AM with the Colleges of Education and Social & Behavioral Sciences. Email with deadlines and logistics will follow.

Interim Associate Dean – Dr. Rueyling Chuang

- The deadline for low enrolled classes for the winter quarter is December 21, 2016. On December 16, 2016, Dr. Chuang will send a list of watch-list classes that may need to be canceled.
- CAL FTEs for winter and spring 2017 targets (handout).
- CourseMatch submission deadline was extended until Friday, October 21, 2016. If interested, please contact Dr. Chuang.

Dean Ballman

- Branding IQ: Per the strategic plan, CSUSB has partnered with Brand IQ, a market research firm. Branding IQ is conducting focus groups on campus the week of October 17th. Please encourage faculty to participate.
- The Santos Manuel Student Union Expansion: Students submitted a proposal for the expansion. There is the need for more meeting rooms, a large event facility, and more space for other student organizations. For more information, visit: <http://smsu.csusb.edu/EXPANSION/>
- There is interest to launch the faculty activity reports (FAR) online. Two software and data management companies have been identified as possibilities: Interfolio and Faculty180. These companies will be on campus to host demonstrations on November 2 and 3, 2016.
- Student Success Retreat: October 25, 2016, at 8:00 AM - 12:00 PM in PL-5005.

- CAL Faculty Colloquium: The colloquium is November 1st, 2016, 12:00 – 1:30 PM. Dr. Davis will be the moderator.
- Dean Ballman expressed her appreciation to those who attended the breakfast for recently tenured and promoted and newly hired faculty with President Morales.

2) Budget – M. Fuller

- New provost looking closely at assigned time and workload. It is possible that Deans will be responsible for approving assigned time and/or course releases.
- College Budget Analysts are building a database of release and assigned time to speed up the access to data.
- Concur: Department ASCs are the main contact for faculty with questions about Concur.

3) Q2S Updates

Dean Ballman attended a campus conversation on GE and said she was impressed with the work done. Dr. Roy mentioned that the next step is a survey to get feedback on the two proposals. After the survey data is reviewed, the Steering Committee needs to submit a proposal to the Faculty Senate by November 2016.

4) CSU Graduation Initiative 2025 – Dean Ballman

Appreciated the work that was done with advising guides, roadmaps, and signs on faculty offices. All initiatives we take to reach our goal of 30% 4-year graduation rate by 2025 is greatly appreciated.

Student resources: Dean Ballman sent an email to chairs with a Power Point slide, about faculty spending class time to reach out to students. She asked chairs to consider discussing with their faculty.

The meeting was abbreviated because of the CAL event with the Los Angeles Times.