

College of Arts & Letters
Chairs Start-of-Year Retreat
Thursday, September 15, 2016 - 9:00 AM – 3:00 PM
Mission Inn Hotel – Riverside, California

SUMMARY NOTES

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

Approval of Summary Notes from 6.2.16 Chairs Council

Dean Ballman welcomed the new Chairs and Liberal Studies Coordinator: Drs. Robert Knop, interim Chair for the Department of Music; Tony Roy, Chair, Department of Philosophy; Thomas Davis, interim Chair for the Department of World Languages & Literatures, who joins the College from the School of Social Work where he was a Professor of Social Work; Dr. Catherine Spencer, Coordinator, Liberal Studies Program, who joins the College from the College of Education where she was the Coordinator for the Multiple Subject Credential and Sciences Math Technology Engineer Program.

1) Announcements

- a. Chairs: It was agreed that Chairs' announcements would be shared at Council of Chairs meetings, but not in the summary notes.
- b. Dean's office

Interim Associate Dean – Dr. Rueyling Chuang

- Spring 2017 schedule production Phase 1 will take place from October 24 to November 14, 2016.

Dean Ballman

- Emphasized the importance of creating a positive environment on campus.
- Dr. Shari G. McMahan, is our new provost. She comes to CSUSB from CSUF with wonderful recommendations.
- There was a workshop for new chairs across campus on Tuesday, September 13th hosted by the five academic colleges. The 5 College Analysts gave an informative presentation that included the role of the Department ASCs. Dr. Michael Salvador, Chair of Communication Studies, gave a presentation about the role of the Department Chair. College Deans received good feedback about the workshop.
- Deans Ballman and Mohamed from the College of Social and Behavioral Sciences will establish a faculty leadership program in the winter 2017.
- There were 4 Dean's mini grants awarded for 2016-17: T.C. Corrigan, Communication Studies with a colleague from History; John Mumma, Philosophy with a colleague from Mathematics; Yumi Pak, English with a colleague from Anthropology; Carmen Jany, WL&L with a colleague from Criminal Justice.

2) 2016-17 Budget – Michelle Fuller

- Gave a budget overview of expenditures for 2013, 2014 and 2015, including carry-over funds, and PT Faculty baseline.
- Dr. Chuang emphasized the baseline operation budget (handout) for part-time faculty which is different from the actual budget. The supplies and services money is the same as it has been for the last five years. This year funds were equally distributed among all departments (without calculating the K factor).
- Staff Professional Development – Michelle Fuller
There will be a call for a Department ASC to attend a conference in San Diego with M. Fuller on May 30 – June 2 as part of professional development. The College will cover ½ of the travel expense and the department will need to cover the other half.

- Non-exempt staff teaching a course will need to get paid at the overtime rate, making staff teaching more costly.
- The Career Center is launching a new platform called Handshake; all new student assistant positions need to be posted on this platform. New student assistant positions will need a job ID number. Please keep in mind that instructional student assistant classification is different than a regular student assistant position.
- Budget allocations will be completed by the end of September or early October 2016.

3) Q2S Updates

Brief discussion about semester conversion vs transformation. Several models of GE programs will be discussed by the campus this quarter.

4) Graduation Initiative (attachment) – Dean Ballman

Is a primary concern for the Board of Trustees, the Governor, and legislators. It is extremely important to work on initiatives to address time to degree and increase our 4-year and 6-year graduation rates. There are some areas that can be improved such as advising and curriculum.

5) *CAL Strategic Planning: Input for CAL SP Task Force (attachment)

Group discussion to generate ideas and objectives that are specific to the College and that could be included in the College of Arts & Letters strategic plan. The areas that were identified are student and faculty/staff success. The goal is to have the college strategic plan for 2016-21 ready for a college vote by the end of October 2016. Some of the ideas or objectives expressed by Chairs are:

Curriculum

- Develop strategies and assignments that cultivate quality writing and quality oral presentation skills that are critically assessed across the CAL curriculum.
- Encourage faculty to develop interdisciplinary classes to promote project based learning.

Advising

- Roadmaps or Academic plans should be kept up to date on department websites for easy access by students.
- Every declared major should have a 4-year plan that will need to be assessed annually by a peer advisor;
- Social justice is what will encourage all departments to come together.

6) *Expectations - Dean Ballman asked Chairs to share their expectations of the Dean and the Dean's Office

a. Chairs shared their expectation of Dean and the Dean's Office

- To have an ally in the Dean, someone to go to in order to discuss complex issues and be supported.
- The need for a consistent approach, judgement, fairness, and decision making. A consistent demeanor in administration is highly appreciated, the feeling that the administrator "has your back."
- Chairs appreciate Dean Ballman's candid approach because it encourages the sharing of ideas and feedback.
- Chairs appreciate Dean Ballman's sense of humor when discussing critical issues.
- Chairs appreciate the atmosphere of empathy among colleges in the Chairs Council which is promoted by Dean Ballman.
- Dissemination of information: Chairs would like to be the first ones to know any new information before hearing it from somewhere else on campus (consistent dissemination of information throughout the organization).
- There is the expectation of confidentiality from the Office of the Dean and the same goes from chairs to the dean.
- Chairs expressed appreciation for the warm welcome and treatment of students referred to the College Office by office staff, and hope that this continues.
- Job security, and that faculty need to feel secure and valued.

b. Dean's expectations of Chairs

- Clear communication with faculty: Please share major initiatives and issues discussed at Chairs Council that pertain to faculty. One example is the importance of the Graduation Initiative.
- That faculty follow an action plan to report inappropriate behavior that might endanger the safety of employees and students. Chairs should make sure that the Referral Guide from Student Affairs is distributed to every departmental faculty member.
- Encourage faculty to create community by attending college events such as the Faculty Colloquium;
- Dean Ballman will continue to host Brown Bags with faculty, staff and students every quarter; schedule of Brown Bags.
- Dean Ballman has an open door policy, chairs are able to meet with her regularly and at the last minute. They can also call Dean Ballman on her cell phone.
- Please encourage faculty to participate in the various college and university events such as the Fall Meeting and Ice Cream Social on 9/19th at 1:30 PM in the Panorama Room, the CFA luncheon and Dr. Morales welcoming reception.

7) Items to address this year: Q2S Opportunities and Assessment