

College of Arts & Letters
Council of Chairs Meeting
December 1, 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, Catherine Spencer

Approval of Summary Notes from 11.10.16 (approved)

1) Announcements

- a. Chairs
- b. Dean's Office

Interim Associate Dean – Dr. Rueyling Chuang

- Grades are due on December 13, 2016.
- Curriculum Forms: Department revisions for the quarter system need to be submitted to the Dean's Office by next Friday, December 9, 2016. All curriculum forms need to be approved by January 9, 2017, to comply with the University Curriculum Committee.

Dean Ballman

- CSU Graduation Initiative: Frequently discussed in Deans' Council and other meetings. Dean Ballman will be having individual meetings with Department Chairs before the holiday break to discuss bottleneck courses and other related issues.
- Hosted a Student Brown Bag on November 15: Between 15-20 students attended. Students expressed satisfaction with faculty and mentioned a few areas that can be improved: more academic program information at SOAR before registering for classes; accurate and up-to-date information on roadmaps; class availability; requiring faculty office hours; more community among majors (perhaps students could wear a button to identify students of the same major). Students said they supported the suggestion of a brief power point to be shown in every class that asks students how they are/if they're progressing toward their degree/ if they need academic or psychological help, and provides them a list of campus resources such as The Den.
- Staff Appreciation Luncheon: We need to schedule the third staff luncheon in the TA Building.

- Dean Ballman announced the permanent appointment of Dr. Rueyling Chuang, CAL Associate Dean, effective January 1, 2017.
- CAL quarterly newsletter was distributed via email.

2) Budget – M. Fuller

- Winter input session with Department ASCs will take place on December 15, 2016.
- Holiday lunch with Administrative Staff on December 15 from 11:30 AM to 1:00 PM.
- Student Faculty Ratios (SFR) by department was distributed.

3) Q2S

- December 1, 2016, is the deadline for funding notifications for program conversion/transformation plans.
- Dr. Roy reported that the GE Transformation survey has been finalized. The GET is moving towards a final proposal that will be submitted to Faculty Senate by the next quarter.
- Dr. Hyon mentioned that there is new CO Executive Order coming that specifies that any degree program with multiple tracts/options/concentrations must have at least 50 % of its curriculum be “core” coursework shared across all of the tracts/options/concentrations. Departments are being asked to take this into consideration as they work on their Q2S curricula.