

**College of Arts & Letters Council of Chairs Meeting**  
**Thursday, January 28, 2016**  
**10:00 – 11:45 AM**

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.

10:00 – 10:15 (Time Certain): Dr. Jeffrey Thompson, Associate Provost for Research and Dean of Graduate Studies and Dr. Davida Fischman, Interim Director of the TRC, discussed the objectives and strategies for the proposed Faculty Center of Excellence. The question of “high impact research” was raised and further investigation is warranted. Open forum will be held to further this discussion.

10:20 – 10:30 (Time Certain): Dr. Jo Anna Grant, CAL Assessment Coordinator  
Dr. Grant stated that she is very committed to assessment efforts for the College, and asked Chairs to please send her their current department assessment plans in order to address departmental goals.

Approval of Summary Notes from 1.14.16 Chairs Council

1) Announcements

a. Chairs

- Art: Advertised for a new full-time, tenure-track, faculty position in the area of Studio Arts and received 84 applicants.
- English: First candidate will visit the campus soon.
- Communication Studies: Will be making an offer for a TT faculty position very soon. This year the Communication Studies Symposium will create their first ever Alumni Council, as part of the CSUSB 50th Anniversary (symposium scheduled on May 2, 2016). Invited alumni keynote speakers are: Kiko Valarde (Producer of Jay Leno's Garage), Ashley Jones (Head of Communications for the CA State Assembly), and Nicole Nichols, (Head of Strategic Communication for Oprah Winfrey Networks).
- WL&L: Conducting Skype interviews for the Department Chair position this week.

b. Dean's Office

- Martha Diazgranados distributed the deadlines for CAL SAB/DIP Leaves for the College. Memorandums of eligibility and forms will come from the College Office to eligible faculty. For additional information please refer to the CSUSB Academic Personnel website:  
<http://academicpersonnel.csusb.edu/forms/facultyLeaves.html>

Associate Dean:

- Enrollment: CAL is at 105% of target, same as last year. Currently we have 2953 majors. Phase 1: Production of fall schedule is on March 7-28
- Vital Technology Grants are due March 25, 2016 (larger technical items).
- Professors Across Borders Travel Grants are due March 4 by 11:59 pm. Dr. Chuang is looking into using the same portal used for mini-grants for this type of grants. The maximum amount awarded is \$2,500 (up to 12 travel grants can be awarded). Please encourage faculty to apply.
- Transfer day is February 27. It is important to have current recruitment information in the Office of Recruitment (perhaps using brochures instead of factsheets will be more effective). Chairs requested to receive list of transfer students.
- CourseMatch Software: Launching CourseMatch for the first time in the winter quarter; there are four other CSU enrolled in CourseMatch. If you are interested, please contact Dr. Chuang by February 12.

Dean Ballman:

- CSU Initiatives: Two new female presidents have been appointed at San Jose and Sonoma State Universities. Governor Brown expressed concern about the CSUs 4-year graduation rates: the national average is 34%; system wide is 17%; CSU, with 20 of 23 campuses below the average rate. The 4-year graduation rate for this campus is 12%. The CFA is seeking a 5% across-the-board increase for faculty, librarians, and others.
- CSU Safety concerns: The administration is conducting a pilot test to ensure that everyone has the ability to “shelter in place” in case of an emergency (locks have been purchased for this pilot test). Additionally, anyone is welcome to request additional trainings or access several on-line videos about security measurements on campus.
- There is a new CSUSB website. The Division of Information Technology Services is working on ways to provide the best class technology support services to students, faculty and staff. ITS is in the process of moving as much data as possible to the Cloud (so there is less dependence on the local network).
- The Staff Appreciation Day on January 15, 2016 was well attended. Dean Ballman thanked Chairs for their efforts.
- Faculty Roundtable is on Friday, January 29 at 3:00 PM. Dr. Michael Salvador will serve as moderator. Luz Elena Ramirez is the main organizer.
- Dean Ballman mentioned that it is essential that she meet with all recruitment committees. She thanked the chairs who have invited her.

## 2) Budget – M. Fuller

- The summer revenue share trust funds will need to be spent down by direct charge or transfer of expenses.
- There is a specific chart of accounts to use for expenditures tied to the approved 50<sup>th</sup> anniversary events. Please contact Michelle Fuller and she will provide the information.
- Requisition and purchase order: The approval and creation of requisitions of People Soft is now a separate process. ASCs are responsible for entering all requisitions for their departments and the Administrative Analyst will approve requisitions (Ms. Fuller is the primary approver). Martha Diazgranados is the backup person to approve requisitions.

## 3) CAL Media Arts Center

- Dean Ballman asked about the need and purpose of the CAL Media Center. Discussion about the history, purpose, and effectiveness of the center ensued. It was suggested that it remain an official entity, and that projects such as the current film projects involving Communication Studies, English, Art (graphic design), Theater Arts and Music may help us determine whether a CAL Media Arts Center is warranted in the future.

## 4) Faculty Accomplishments – Dean Ballman

- CAL Newsletter: Please forward information about major accomplishments in your departments; such as publications, grants, exhibitions, honors, and recognitions to Ms. Alicia Corral.

E-handouts: Summary notes of January 14, 2016 Chairs Council Meeting