

College of Arts and Letters
Council of Chairs Meeting- Start of Year Retreat
Thursday, September 17, 2015
9:00 AM – 3:30 PM
Mission Inn Hotel- Santa Barbara Room

SUMMARY NOTES

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

Approval of Summary Notes of Council of Chairs Meeting of 6/12/15

1) Introductions & Announcements:

- Introductions: Dean Ballman welcomed and gave a brief bio of the new chairs for the College:
 - Department of Art: Matthew Poole
 - Dept. of World Languages & Literatures: Dr. Carmen Jany (Interim Chair)

Chair Announcements:

- Comm:
 - Hired two new faculty: Lane Shefter Bishop and Liliana Gallegos.
 - Mihaela Popescu is now the Faculty Associate with ATI
- Music:
 - B.M. degree program was approved by the Chancellor's Office
 - With a staff retirement and a tenure-track resignation, the department will be searching for replacements.
- WL&L:
 - Very successful summer program for Arabic, Chinese, and Korean.
 - Two faculty appointed to important positions: Prof. Elizabeth Martin is the new CSU Resident Director in France this year, and Prof. Arturo Fernandez-Gibert, is the new Faculty Director for the Center for International Studies and Programs.

Dean's Office Announcements:

- Dean Ballman mentioned how thrilled the College is to have new Interim Associate Dean:
 - Dr. Rueyling Chuang
 - Dr. Yousif will be working with Dr. Chuang as part of his FERP project.
- Dean mentioned the new Dean's fellow who will work to raise the profile of faculty scholarship and creative contributions:
 - Dr. Luz Elena Ramirez
- Dean Ballman informed chairs that we are in the process of recruiting for the vacant Professional Advisor position.
- CSUSB Initiatives
 - Strategic planning has been completed. With five goals, one is student success; another is faculty and staff success.
 - Searching to recruit a faculty member to be the University Director of Semester Conversion
 - Thanks to funding dedicated by President Morales, salary increases were given to a number of CAL faculty at the assistant, associate and professor level last year. Local faculty equity will take place again this year.

- Semester conversion:
There will be a faculty appointed to this full time position for 4 years, but has not been announced.
 - CAL Initiatives:
 - TT Searches for 2015-16
 - Replacements:
 - Art Dept. – TBD
 - Communication Studies
 - English
 - Music
 - Theatre
 - New Hires:
 - External chair for WL&L
- Dean Ballman wants to address each departmental search committee at their first meeting.
- Fall Welcome Meeting & Ice Cream Social:
 - Presentation- 1:30-2:15 p.m. / Yogurt: 2:15 – 3:00 p.m.

2) **2015-16 Budget – M. Fuller and R. Chuang:**

- Overview: Michelle gave an overview of the 2012-2014 historical CAL financial report and PT lecturer expenditures.
- Department chairs who wish to add additional sections must communicate with Michelle and Rueyling first.
- All new hires must undergo background check.
- Target & Enrollments:
 - As of September 16, 2015 CAL reached 100.19% of target.
 - Target allocation is based on adding all the assigned targets for summer, fall, winter and spring quarters FTEs and divided by 3 and that will be the average assigned target for the 2013-2014 and 2014-2015 academic years.
- Supplies & Services:
 - The money you received is the same as previous year more or less 500 (almost the same).
 - For professional development information is not much different from last year.
- Part-time Allocations:
 - Good news; we have received more funding this year; \$350,000 more than previous year.
- Dr. Chuang:
 - Reminded chairs about spring class building.
 - Reminded chairs about background checks for all new faculty, employees, and students.

3) **Strategic Planning: SWOT (Strengths, Weakness, Opportunities, Threats)**

The chairs worked in groups to produce and discuss lists of CAL's SWOT analysis.

4) **TIME CERTAIN 11:00/ Development – Julie Nichols**

- What role should faculty play?
 - Julie Nichols gave a PowerPoint presentation on entitled “Demystifying Development,” making clear what development is and what it is not.

5) **Student Success: CAL Retention & Graduation Rates – Can we improve?**

Discussion of issues pertaining to CSU student success, such as time to degree and bottleneck courses.

6) **Faculty Mentoring:**

- Discussion of existing CSUSB faculty mentoring programs and practices

7) **Items to address this year:**

- Revisiting minimum class sizes, Q2S Opportunities and Faculty assigned time