

College of Arts & Letters Council of Chairs Meeting
Thursday, October 6, 2016 - 10:00 – 11:45 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 9.15.16 Chairs Council Summary Notes

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

Interim Associate dean – Dr. Rueyling Chuang

- Course Match; The College received \$20,000 just for the fall quarter. Six courses were submitted in the spring quarter. The Departments of Humanities, Art, Communication Studies, and WL&L participated; each department will receive \$4000.00. Please let Dr. Chuang know if you are interested in participating.

FTEs (handout): Discussed a summary of fall 2016 enrollment. The College of Arts & Letters' overall SFR for fall 2016 is 25.7%. CAL has the lowest SFR of the other academic colleges.

Dr. Chuang discussed a memorandum from the Chancellor's Office about EO Coded memo: ASA-2016-08 (<https://www.calstate.edu/AcadAff/codedMemos/ASA-2016-08.pdf>) with new requirements about basic skill courses. The coded memo permits various forms of the "C" grade (C+, C, C-) to meet graduation and transfer admission standards in the four basic subjects (i.e., written communication, oral communication, math and critical thinking).

Dean Ballman

- Met with Provost McMahan: The provost underscored the importance of the Graduation Initiative 2025.
- Attended a training of the Administrative Council on September 23rd on the First Amendment and free speech. It was mentioned that hate speech is protected. Examples were given of campus activities and the appropriate ways to respond to them.
- CAL Fall Opening and Ice Cream Social: Expressed her appreciation to Chairs, and faculty for their attendance. It is important to celebrate our recently tenured and/or promoted and newly hired faculty.
- Grants: Congratulations to Professors Annie Buckley, Art who secured a Community-based Art (CBA) contract from the California Arts Council (CAC) for a yearlong Arts-in-Corrections Demonstration Project in the amount of \$249,999.00. Dr. Brian Heisterkamp, Communication Studies, is the Principal Investigator who secured \$3.25-million for a five-year Title V grant for the interdisciplinary program "Here to Career: Improving Student Success in Digital Media Disciplines." The grant involves Norco and San Bernardino Valley Colleges and the focus will be on internships and stewardship for students.

- Strategic Planning Task Force: Met with Chad Luck, Chair of the Task Force, and shared the suggestions made by Chairs at the Start-of-Year Chairs Retreat. Dr. Luck will convene both the SP and the Interdisciplinary Task Force to prepare a draft of the strategic plan for CAL approval.
- Events: On Friday, October 7th is the opening reception for the new Robert and Frances Fullerton Museum of Art, RAFFMA. On October 15th President Morales will host a breakfast for the recently tenured and/or promoted and newly hired tenure-track faculty. On October 20th is the event with the LA Times “San Bernardino and the L.A. Times: A Quest for Understanding. On October 28th is the Cinema Culturas in Riverside and on November 1 is the CAL Faculty Colloquium in Jack Brown, Room 139 at 12:00 to 1:30 PM. Please encourage faculty to attend.

2) Budget – M. Fuller

- Addressed Dr. Terry D. Smith’s questions about Instructional Student Assistant responsibilities, which differ from those of a regular Student Assistant.
- FMLA: A full time and part-time faculty might be eligible for FMLA benefits. Faculty employed for one academic year or 12 months preceding the request for an FMLA might be eligible. Please direct faculty requesting FMLA to Lisa White in the Office of Human Resources.
- There will be a budget campus forum on Thursday, October 27th in the Santos Manuel Student Union Theatre, Room 107 from 1:30 to 3:30 PM (it will be streamed, if you are unable to attend).

3) Q2S Updates

There are GE transformation campus conversations being held on October 12th and 13th. Janelle Gilbert sent the email invitation with attachments that included the two models of GEs being proposed and a sample from Chico State University. Faculty are encouraged to attend.

4) Faculty Offices (attachment) – Dean Ballman

Appreciated the effort of Chairs of ensuring that faculty names and office hours are displayed on faculty offices. This was done in an effort to serve students better.

5) CSU Graduation Initiative 2025 – Dean Ballman

For San Bernardino the goal for 6-year graduation rates of FTF is 56% and now it is 51%; and the four-year graduation rate goal is 30% and now it is 12% for CSUSB and 13% for CAL.

Some of the practices that can be improved are: Successful advising and easy access to accurate degree information in the form of roadmaps or academic plans.

It was noted that some department webpages do not display roadmaps on the first page. In order to find roadmaps a student might have to look under different links to get to it.

It was agreed to have an advising link on the first page of every department webpage that will lead students to roadmaps.

Dean Ballman mentioned that CSU Northridge lists roadmaps for all their degree programs in one place on the website. CAL needs to be able to list all its roadmaps in one place as well.