

Council of Chairs Meeting
Thursday, May 28, 2015
10:00 AM – 12:00 PM UH 237

SUMMARY NOTES

Attendance: Terry Ballman, Rafael Correa, Martha Diazgranados, Todd Johnson, Margaret Perry, Jacqueline Rhodes, Tony Roy, Michael Salvador, Terry D. Smith, Katherine Thomerson, Salaam Yousif

10:30 – 10:45 (time certain) **Abigail Byman, Director of Academic Labor Relations, Academic Personnel**

Ms. Byman went over the classification of Unit 11 - student employees (AAUW). Unit 11 employees fall into one of three basic categories: Instructional Student Assistants (ISAs), Graduate Assistants (GAs), or Teaching Associates (TAs). Ms. Byman asked Chairs to gather data about Union 11 employees to make sure that student employees work doing tasks appropriate to their classification. Information needs to be forwarded to her office by the end of the quarter. AP will come up with a rubric to determine the different classifications.

1) **Approval of Summary Notes**

Council of Chairs Meeting of 5/28/15

2) **Announcements**

a) **Chairs**

- English: Morris Award Winning Novelist Isabel Quintero and Louise Bogan Award winning poet Larry Eby will read in Pfau 4005 on May 28 at 7:00 p.m.
- TA: The Spring Musical “Once on this Island” runs June 5-14.
- Music: Student Chamber Ensemble Concert playing African Cuban songs on Monday, June 15 at 7:30 p.m. in the Recital Hall.

b) **Dean’s Office**

- Dr. Yousif: The cap for M.A. classes in Communication, English, and Spanish is 17. Summer enrollments are healthy, but there are classes with few students so please cancel these classes. The minimum number of students for classes is 18, but 15 is negotiable.

The College RPT Committee needs one more member from the following Departments: World Languages and Literatures, Art, TA, or Philosophy.

- **Dean Ballman:** The campus is anticipating more than 3.5 % increase in students next year. We will not be penalized from the Chancellor’s Office from going over target.
 - Strategic Planning is wrapping up; regarding student success, emphasis on incorporating HIPs in coursework. Regarding faculty success, commitment to increase tenure track faculty percentages.
 - A&L Faculty Roundtable, Friday, May 8 organized by Holly Henry and Luz Elena Ramirez. Was very interesting, there were faculty presenters from Art, TA, Philosophy and World Languages and Literatures. There will be opportunities in the future to participate for faculty who have received sabbatical or mini-grants to report on their research.
 - Professor David Marshall organized a Humanities Panel.
 - Summer school enrollment for CAL up about 27% from 2014.
 - State of the College Chat on June 10, 2015 at 2:00 p.m. in UH-250.
 - Dean’s Mini Grants, there was an announcement sent to faculty on May 22. Mini grants are due on June 1. Faculty get a course release through mini grants and the application process requires only a one page proposal. Please encourage junior faculty to apply.

3) **Budget – Dean Ballman** Faculty increases that addressed salary discrepancies have been processed already. Ms. Fuller met with the Department ASCs about the multiple deadlines for the end of the fiscal year. She will forward the information to the department chairs as well.

4) **Changes in the Evaluation Procedures for Lecturer Faculty**

Dean Ballman informed Chairs about the changes in the evaluation procedures for Part time and full time lecturer faculty. The evaluation process includes now the Dean's review for lecturer faculty under the following criteria:

- a) All eligible for a 3-year appointment in 2015-2016
- b) All full time lecturer undergoing an evaluation
- c) Any lecturer with unsatisfactory overall review

This information was sent directly to Chairs by the Office of Academic Personnel. This is a new procedure and the College needs to be in compliance. Dean Ballman needs access to relevant PT faculty files held in the departments.

E-handouts:

Classification and Qualification Standards for:

- Instructional Student Assistant
http://academicaffairs.csusb.edu/documents/Inst_Student_Assistant.pdf
- Graduate Assistant
http://academicaffairs.csusb.edu/documents/Graduate_Assistant.pdf
- Teaching Associate
http://academicaffairs.csusb.edu/documents/Teaching_Associate.pdf
- http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/Nov-2013-Jun-16/UAW-Unit-11-CBA-5-20-2014.pdf