

**Council of Chairs Meeting**  
**Thursday, January 15, 2015**  
**10:00 AM – 12:00 PM UH 237**

Attendance: Rafael Correa, Todd Johnson, Michael Salvador, Katherine Thomerson, Matt Davidson, Terry Smith, Sunny Hyon, Margaret Perry, Terry Ballman, Salaam Yousif, Michelle Fuller, Martha Diazgranados

10:00 – 10:15 AM Time Certain: Lori Caruthers Collins, Ed.D. Assistant Director of Diversity Initiatives was introduced. Ms. Collins provided general information about her goals as the new Director. Her primary role is to collaborate with faculty and administrators to make the hiring process seamless, introducing Neogov. Dr. Caruthers will be looking into increasing diversity on search committees.

1. Announcements

Chairs

- ENG: Dr. Hyon mentioned that there is a search for a new faculty member in the English Department. Three candidates have been invited to campus. Institutional Research developed a new feature on Dashboard that will allow faculty to see the breakdown of classes and to see the number of freshmen.
- TA: Dr. Smith announced that the show Black Butterfly is now playing and will also be featured at PDC for a week.
- MUS: Dr. Johnson announced that Danny Ramadan's family in collaboration with the Music Department will host a benefit concert on Saturday, January 31. The proceeds will go towards a scholarship in his name. The Bachelors of Music degree is proposed by the Music Department and it has been well received by NASM, the accrediting agency. It now awaits CSU approval.

Dean's Office:

Associate Dean Yousif

- Praised Chairs for building an excellent schedule in the fall and winter.
- Will be meeting with Department ASC's on Wednesday, January 21 to discuss reallocation of classrooms, including plans for the new large classrooms in UH-250.
- Software downloads on faculty computers: According to ITS, downloading software on faculty PC's will be closely monitored by the ITS Department. Only approved software will be allowed to be downloaded by faculty on campus computers. This initiative is a security measure to protect the computers from potential virus infections.
- Please send the list of equipment purchase requests by Friday, January 30.
- Vital Technology: send a copy of any proposal for VT to Dean Ballman and Dr. Yousif. Please encourage faculty applicants to attend one or more sessions on VT.
- Assigned time for faculty: Please send list of assigned time, as requested by the Dean, for all three quarters by Friday, January 30, 2015.
- Minor Capital Projects: Remodeling and construction projects are currently underway in many A&L departments

Dean Ballman

- College Website: Commended Ms. Alicia Corral and Mr. Ken Han for keeping the College website up to date
- Strategic Planning: There will be a town hall meeting on Strategic Planning on Wednesday, January 21 at 1:00 pm in SMSU. Please encourage faculty to attend.
- Summer Quarter: President Morales announced that summer classes will go from state support to self-support with CEL. Minimum class size will need to be discussed.
- RPT Guidelines: Dean Ballman will be meeting individually with Chairs to RPT guidelines.
- Assessment: Chairs were encouraged to continue to work with Dr. Marshall to enhance assessment efforts.
- Development: The A&L Leadership Board is very supportive. They pledged to raise \$12,000 to pay for PAES scholars and for the MFA Creative Writing Program.

2. Sabbatical and Difference in Pay Leave – M. Diazgranados

The deadlines for the submission of Sabbatical and Difference in Pay Leave Applications was distributed; a notarized form needs to be submitted with application.

3. 50<sup>th</sup> Anniversary Celebration  
Dean Ballman announced that the 50<sup>th</sup> Anniversary Committee would like to have in place all activities for the 50<sup>th</sup> Anniversary. Please send a description of activities by department, including dates and budget requests.
4. CAL Week, February 9-13: Dr. Sunny Hyon mentioned that Mr. Lucas Cuny from the Career Services Center is putting together a week for A&L to highlight interviewing and resume preparation.
5. Budget - Michelle Fuller
  - The VP of Finance hosted an open forum in which he shared that the University is currently in a structural deficit. Unit 3 salary increases are in progress for Lecturers. Lecturer L (range 1) has been eliminated and will now be moved to Lecturer A (Range 2). Adjunct faculty appointed as Lecture A with a terminal degree in their teaching discipline will be converted to Lecture B (Range 3). All faculty unit employees shall receive a GSI salary increase.
  - A quick reference guide for faculty recruitment was distributed. Academic Personnel is requesting that staff follow the guidelines for the submission of hiring documents. Additionally, it is required for Deans and Chairs to add faculty startup commitments.
6. Staff Luncheon – Dean Ballman: The staff luncheon will take place in the TA Blackbox Room on Friday, January 30 at noon.