

College of Arts & Letters
Council of Chairs Meeting
February 2, 2017 - 10:00 – 11:50 AM - UH 237

Present:

T. Ballman, R. Chuang, T. Davis, M. Fuller, S. Hyon, R. Knop, M. Poole, T. Roy, M. Salvador, T. Smith

Approval of Summary Notes from 1.19.17 (approved as amended)

1. Announcements

- a. Chairs
- b. Dean's Office

Associate Dean R. Chuang

- Equipment request forms are due February 16, 2017. There will be a meeting to discuss equipment allocations on February 23, 2017 around 11:30 AM. Departments that share building equipment (like lighting and sound equipment in the recital hall) will need to submit joint equipment forms separately.
- Reiterated that the general rule for computer replacement for faculty is every five years.
- The Phase One production for the fall schedule is from February 27 to March 20, 2017. Next week Dr. Chuang will attend the classroom allocation meeting, and the College may get more classrooms in the College of Education building. Dr. Chuang will provide an update.

Dean T. Ballman

- Jacob Poore of Coyote Advertising will work with the College's small degree programs on recruitment and promotion efforts, starting with the Arabic and French programs.
- SLIP (Summer Language Intensive Program): Although it was a difficult decision, the program has been cancelled after careful deliberation. CSUSB went to self-support in summer 2015, and SLIP was offered on state-side in summers 2015 and 2016. The program generated grants that covered student scholarships and housing, but did not cover faculty salaries. In summer 2016, Academic Affairs paid over \$103,000 in faculty salaries. Additionally, the program served few of our matriculated students: In summer 2016 a total of 76 students were enrolled in the Arabic Language and Culture program: 56 of the 76 were high school students; 20 were college students of which ten were CSUSB matriculated students.
- University Budget Advisory Council meeting on February 1, 2017: All three scenarios presented (e.g., with 5% student tuition increase, increased funding from the state) suggest that 2017-18 will be a very challenging budget year. CSUSB currently has a \$882,000 deficit to cover mandated costs.
- Expressed her appreciation to chairs who were able to attend the State of the College Chat on January 31, 2017, from 1:00 to 2:00 PM. When there are College meetings, Dean Ballman expects chairs to encourage their faculty to attend as well. Although the PowerPoint presentations are posted on the College website, it is not the same as when one is present and able to hear the actual presentation.

2. Budget – M. Fuller

- The summer session monies are on hold and have not been allocated to the College/Departments. We will receive the funding, but we are not sure on the timeframe. Divisions are not going to get any summer session monies because that money is going to the Coyote First Step.
- Unit 11 increases: The budget office is going to work on a method to allocate some one-time money to cover some increases.
- The minimum wage increase for student assistants is \$10.50, which will need to be absorbed by the Departments.
- Enterprise rental car: Faculty and staff renting a car for state business purposes will need to contact M. Fuller to obtain a billing number. This is an additional security measure to prevent unauthorized rentals.
- The Chancellor's office is planning to perform an audit of cashiering and cash handling. An Office of Audit and Advisory Services College Questionnaire was sent to Department Chairs and ASCs on February 9, 2017. Please return the completed questionnaire as soon as possible so it can be submitted to the Campus Internal Auditor by the deadline.

3. Understanding Millennials: The Majority Population We Serve

Dean Ballman showed a video describing Millennials and their influences (parenting, technology, impatience and environment [corporations]). There was a discussion about the content of the video, and ways to better connect with our students. A suggestion was to share the video with faculty who may consider showing it to students and having discussions with them about its possible relevance.

<https://www.youtube.com/watch?v=hER0Qp6QJNU>

4. Assessment – Dean Ballman

Dr. Jo Anna Grant, Dean's Fellow for Assessment, will be reaching out to chairs to work on assessment initiatives. CAL is considered 'barely compliant' with where assessment needs to be. Today there is the need to demonstrate whether program learning outcomes are being met with direct evidence from students, and that we are using evidence to improve our programs. Dr. Grant's focus is on the Q2S process.

5. Q2S - Discussion about recently approved Executive Order 1071 and what its implications are for Q2S.

R. Chuang: The EO 1071 was not finalized until January 20, 2017. Section 3.2 states that options, concentrations, or special emphases (or similar subprograms) must constitute less than one-half of the units required in the major program. Using CSU Long Beach's Communication Studies Department as an example, the program requires 48-semester units of which 27 units are core courses and 21 units are for different concentrations.

6. CSU Graduation Initiative 2025

*Continuing discussions: Updates on RoadMaps/Advising Plans; Bottlenecks (frequency of offerings; DFWI repeat courses); SuperSeniors; EAB Campus