

*College of Arts and Letters*  
Council of Chairs Meeting  
Thursday, November 5, 2020 | 1:00 PM

Attendees: Attendees: David Carlson, Rueyling Chuang, Kelly Dortch, Parastou Feiz, Stacey Fraser, Michelle Fuller, Matthew Poole, Shafiq Rahman, Peter Robertshaw, Terry Smith, George Thomas, and Peter Williams.

**1. Approval of the Summary Notes from October 22, 2020.**

**2. 1 PM Time Certain: Sarah Ellison, Lead Professional Advisor, College of Arts and Letters:**

- **MyCap and Advising Updates:** Sarah Ellison shared a PowerPoint providing MyCap information. Sarah explained to Council that the push for completing a MyCap is to help colleges and departments plan courses. Sarah will be scheduling one-on-one meetings with each Chair to discuss strategies. Dean Rueyling Chuang informed Chairs that Rachel Lane, Administrative Assistant for the Dean's Office, will be assisting Sarah with advising needs.

**3. 1:30 PM Time Certain: David Brady, CAL Communication Specialist:**

- **Holiday Video:** David Brady visited Council to speak about the Holiday Video. David went over the script and the process in how CAL Staff and Faculty can submit video clips and pictures. David will draft all the information, including deadlines, to be sent for faculty and staff.

**4. Group Discussion**

• **Budget Update – Michelle Fuller, Administrative and Budget Analyst:**

- **Professional Development Funds Tracking System:** Michelle Fuller met with Department Coordinators and showed Council the updated tracking spreadsheet. She went over the information and showed examples of what is being updated and entered. As the information is entered, faculty will be receiving updates on their Professional Development account. Council agreed that Department Coordinators are the only people that can access/update the spreadsheet.
- **S-Factor Credits and Supervision Tracking Spreadsheet:** Michelle asked Council who will be sending information to faculty regarding S-Factor credits; Chairs voted that Department Coordinators should be forwarding that information to faculty. Michelle informed Council that by November 30<sup>th</sup>, ASCs will be sending information to tenure-line faculty who have banked Supervision credits.
- **General Fund:** Michelle went over the General Fund Budget spreadsheet and provided an overview with detail of all the costs and allocations.

- **Sabbatical and DIP:**
  - **Leave Information:** Diana De La Cruz, Assistant to the Dean, shared that she will be sending Sabbatical and Difference-In-Pay Leave notices to all eligible faculty soon in the month of November. Due to campus budget, there will be stricter guidelines in the approval process. Council discussed this further.
  
- **CAL Director of Philanthropy:**
  - Dean Chuang informed Council that Kerry Neal will remain to assist CAL with philanthropy and advancement needs.
  
- **Advising:**
  - **Undergraduate Studies (UGS) Meeting with Chairs:** Dr. Chuang reminded Chairs that they will be meeting with UGS Student Professional Advisors to discuss how they can help departments. Diana will be following up with calendar invites and Zoom information.
  
  - **Associate Degree Transfer Advising:** Dr. Carlson shared the department form regarding Associate Degree Transfer (ADT). He also explained the process in creating the advising sheet.
  
- **Upcoming College Events:**
  - **CAL Research and Creative Activities Spotlight Series | November 19<sup>th</sup>:** Dean Chuang reminded Chairs of the CAL Research and Creative Activities Spotlight Series which will highlight newly promoted Tenured Track faculty.
  
  - **Campus Budget Forum | November 19<sup>th</sup> :** Dean Chuang invited Council to join into the Campus Budget Forum which will have important budget updates and information.
  
  - **Schedule One-on-Ones with Chairs:** Dean Chuang stated that she will be asking Diana to scheduled one-on-one meetings with each individual Chair.