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Council of Chairs Meeting
Thursday, January 23, 2020
10:00 AM | UH 237

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

1. Approval of Summary Notes from January 16, 2020 meeting.

2. Group Discussion

Dr. Peter Williams, Interim Associate Dean:

- **Equipment Inventory**: Dr. Williams shared that Ken Han, I.T. Consultant for CAL, will be sending Chairs an inventory of equipment by Friday, January 24, 2020.

- **Office Hours:** Dr. Williams reminded Chairs from Music and Philosophy departments to please forward office hours to Leo Li, I.T. Consultant for CAL.

- **GE C4 Category Sequel:** Dr. Williams and Chairs discussed C4 category in detail. Dr. Williams asked all department Chairs to update their numbers in the C2 and C3 Category. Dr. Chuang reminded Chairs to please comply with the standard time block and extend course offerings throughout the day and week.

Michelle Fuller, Administrative and Budget Analyst:

- **CAL Sensitive Equipment Purchase Workflow (*Handout*):** Dr. Chuang addressed Council on the procedures when purchasing sensitive equipment. Michelle elaborated on the handout specifying college and university policy when purchasing equipment. Michelle emphasized the need for our Information Technology team to be involved in all equipment purchases. Details include:

  - *Sensitive equipment includes electronics that store data such as iPad, tables, laptops, computers, etc.*
  - *Sensitive equipment < $500 must be tagged for CAL's inventory.*
  - *Sensitive equipment > $500 must be tagged with Property and CAL.*

Dr. Rueyling Chuang, Interim Dean:

Reassigned Time Guidelines

  - **Minimum Teaching Load per Academic Year:** Dean shared with Council that the Minimum Teaching Load requirement will need to be evaluated at the college level. Dean and Council discussed on how to approach minimum teaching load. Dean stated that this issue would be revisited in the next council meeting and up for approval once verbiage is revised.