**College of Liberal Arts Faculty Council Meeting**

**CLA Faculty Council Draft Minutes**

**November 4, 2015**

Attendance: Attendance: Alexandra (Misty) Jaffe, Barbara LeMaster, Loretta Ramirez, Antonia Garrcia-Orozco, Lynda McCroskey, Ebony Utley, Jessica Russell, Elizabeth Dahab, Yutian (Kate) Chen, Edward Funkhouser, Carol Comfort, Araceli Esparza, Helen Hu, Dmitrii Sidorov, Suzanne Dallman, Margaret Kuo, Isabella Lanza, Chris Karadjov, Michael Ahland, Maricela Correa, May Ling Halim, Rose Hanna, Jim Miles, Sophia Pandya, Laura Ceia, Markus Muller, Jan Haldipur, Varisa Patraporn, Rosie Kar, Craig Stone, Kim Walters, Gino Galvez, Bill Mohr, Araceli Esparza, Linda Maram, Charles Mahoney, Gwen Shaffer, LaRese Hubbard, Dean Toji

Meeting 3, Nov. 4, 2015

1.Call to Order: 3:31 PM

2.Approval of Agenda (note addition): Approved as amended

3.Approval of Minutes from meeting #2, Oct 7, 2015—approved by acclimation

4.Reports (Dean Wallace out of town)

a. **Chair¹s Report:** Misty—

1. PD for Associate Dean for Enrollment Management approved;

Search committee for position needs 4 TT faculty to serve—PD allows for candidates who are Associate Prof to apply but prefers Full Professors—Misty announced call for committee members—begin in Fall but most of work in spring semester. Open search rather than confined to campus.

1. 12/2/15 Open Forum: Navigating and Assessing Online Publishing

Will request examples of online publishing venues across disciplines; may have a follow-up in spring on Peer Review Process.

1. RTP Committee: Have a full committee of 10 members.
2. Big Pulse election software:

Concern from faculty member: voting receipt sent via email includes names of those for whom each person voted. Possible solutions: to turn off voter receipts

1. Dean’s review committee met after reviewing survey responses. Committee reviewing all of survey results and compiling report by the end of the semester.

b. **PR Committee Report**: Chris

1. Workshops/dedicated agenda: work on departmental web sites with Gerry Waschovsky offering assistance

11:00 am LA4-107 respective Fridays (November 6)

Can work on departmental or personal web sites (only in Word Press)

c. **Academic Senate Report**

1. **Feedback on policy (under revision) on conflict of interest in the assignment of course materials:**

FPCC sent this issue to Academic Senate:

1. Existing policy from 1999: Faculty benefiting from any materials that they require students to purchase
2. FPPC prepared new policy and submitted it to AS
3. AS had questions and sent policy back to FPPC—
4. Question: Is it ever OK for faculty to benefit from materials they require students to purchase.
5. Discussion ensued: Impossibility for faculty to track which texts/materials bought from CSULB;
6. Policy for multi-section course—Department policy regarding whether or not specific texts that faculty might benefit from can be required
7. **Discussion of MWF scheduling for Fall 2016**
8. More incoming students
9. Buildings/classrooms rarely used Fridays
10. Current policy is not enforced (M/W courses must be matched on Fridays)
11. Proposal to change scheduling for two years
12. AS passed a resolution 10-8-15
13. Priority for scheduling large lecture spaces between 8-11 am
14. AS continuing to raise concerns and continuing discussion at meeting tomorrow
15. Discussion regarding continuing concerns: implementation, constraints on students, lecturer faculty teaching elsewhere, and incentives.
16. Rescheduling 250 classes rescheduled to MWF would fulfill administration’s request

3.**Budget Committee Report: Markus Müller**

1. First year we’ve had updates from Budget committee
2. Marcus—overview of charge: discuss use of discretionary funds/lottery funds
3. Most of these funds funneled to Travel Awards ($225,000)
4. Unsure if there will be an additional call for travel awards in spring—possibly $20,000. (Would people be able to attend two conferences or are these funds used for people who were not funded in first call.)
5. Call for “Instructional Equipment Funds Award” will be disseminated soon to all departments. Amount of funding depends on need as equipment costs vary. Question: Can these funds be used to purchase books for library?
6. Travel funds questions/discussion: if get funded for one conference, but paper not accepted, can request to transfer award.

**4. Elections/Committees**

a. Strategic Planning Committee: self-nomination

b. Distinguished lecture committee CLA representative vote—paper vote

Ballots counted after the meeting: Laura Ceia elected.

5.**Time certain 4pm: Career Resources for Liberal Arts Majors: Tanisha Peoples:**

1. ATLAS located in PH1-104
2. Dedicated line for faculty with advising questions X55812
3. ATLAS network-advising liberal arts majors— CLA Advising partners with CLA Dept. Advisors
4. ATLAS advisors work primarily with GE requirements; promote Liberal Arts degrees
5. Department advisors: major requirements, grad school, class choices, areas of emphasis; explore career possibilities
6. Career Canter referrals
7. Major Mondays: promoting majors/minors within CLA
8. Candidcareer.com—offers several videos highlighting careers within CLA majors
9. CLA: Follow us on Instagram (@cla\_advising\_center)
10. Can send flyers for events/courses to ATLAS and the office will promote them

6. Safety in CLA offices and classrooms: issues/concerns—moved to next meeting

7. Retreat planning: themes—moved to next meeting

8. Open discussion (time permitting)

Adjourn: 4:59 pm