

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of January 27, 2004

Approved February 10, 2004

Present: Benavides-Garb, Boone, Brown, Budig-Markin, Carlton, Chew, Derden, Doty, Giovannetti, Hall-Martin (recorder), Jenkins, Larson, Leeper, Paulet, Sievers, Smith, Snyder, Sonntag, VerLinden and Yingling.

Absent: Ayoob.

Guests: Bennett, Cook, Garoutte, Wreden.

The Dean welcomed Jim Derden, Chair of Philosophy, Susan Bennett, Chair-Elect for next year for English, Valerie Budig-Markin, Acting Chair of Women's Studies while Kim Berry is on maternity leave, and Denise Wreden, who is representing the Music Department in Ayoob's absence.

BUDGET

The Dean advised that while there are still many unanswered questions regarding the budget for AY 04-05, we must proceed to implement the worst case scenario and plan for a 10 percent cut. Jody Garoutte of the Dean's Office joined the Chairs and distributed individual department breakdowns, a list of all the FERP faculty and a spreadsheet which is a projection of what a 10 percent cut would look like by department. Garoutte reviewed the sheet with Chairs and answered their questions. The Dean thanked her for all the work she has put in on the budget and on the spread sheets presented. The Dean asked Chairs to keep the information confidential until otherwise authorized. At the upcoming scheduling meetings for AY 04-05, Chairs and ASA/ASCs should prepare for a 10 percent cut while also preparing a ranked list of courses and OE requests to be added back in should monies be restored.

The Dean shared copies of the budget presentation she made to the Provost's Council earlier this month. She urged any departments with money left at the end of this AY to consider pre-buying materials for next year and storing them since there will be very little OE money available.

ENROLLMENTS

The Dean thanked the Chairs for their excellent work which resulted in our enrollment numbers for Spring semester. She asked that they pass her thanks on to their faculty.

MINUTES

MSP: To accept the Minutes of December 2, 2003, as submitted. Larson requested that the Curriculum Committee provide copies of all program reviews electronically to the Chairs for review. Boone indicated that the Committee would provide that information to

all Chairs in the future. The December 2, 2003, Minutes were approved as submitted. **MSP:** To accept the Minutes of December 9, 2003, as submitted. The motion passed.

COMMITTEE REPORTS

CURRICULUM

Political Science 280 - Special Topics

Request to add this as a course number for Lower Division special topics offerings. The Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed.

SUMMER 2004

There may be a move to cut Summer altogether in an attempt to save monies for AY 04-05. Until that is confirmed or denied, we must move forward as though Summer will happen. A scheduling grid has been developed and is in committee, to be distributed in the next week or two. The Summer Committee (Ayoob, Boone and Jenkins) will be reconvened to discuss how to rotate International Programs and what role the IRC should play in the process.

AREA D PROGRAM REVIEW

VerLinden reminded Chairs offering courses in Area D that the department responses are due to him by February 16 to give the Curriculum Committee enough time to review and reflect upon the data. It is very important that this process stick to the schedule.

DEPARTMENT POLICIES

VerLinden also asked those departments who have not yet provided their policies, bylaws and other related materials to the Dean's Office to do so immediately.

CAREER FAIR

The Dean reminded Chairs that the Career and College Fair will be held at HSU this year with over 600 potential students attending. Several Chairs had not yet received the information on this so Hall-Martin will send it out via email. The event is March 12 in the West Gym.

CSU SUMMER ARTS

Larson reported that representatives from the Chancellor's office will be on campus the week of Feb. 9th to explore the possibility of HSU once again hosting Summer Arts. The first hour of next week's Council of Chairs meeting will be devoted to meeting with representatives from Summer Arts.

DEAN'S OFFICE

The Dean thanked the Chairs for their understanding and patience during these difficult times. The Dean's office is working with half the staff and doing their best to handle the amount of work coming through the office in a timely manner.

The meeting adjourned at 3:40 pm
KAC:lh