

◆ HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of February 8, 2005
Approved February 22, 2005

Present: Ayoob, Benavides-Garb, Bennett, Boone, Derden, Hall-Martin (recorder), Larson, Leeper, Little, Paulet, Paynton, Sievers, Smith, Snyder, Sonntag, Urban, and Wells.

Guests: Kevin Creed

MINUTES

MSP: The Minutes of February 25, 2005, were approved as submitted.

ANNOUNCEMENTS

College View Books

The Dean met with Scott Hagg regarding view books for CAHSS. Three view books will be done which Admissions will fund. Each department will receive a page in the view book relative to their area. Anticipated publication is next fall, departments should expect to be contacted for input about their pages this summer.

Academic Program Mapping

As part of the Noel-Levitz review of HSU, departments are being asked to complete a form which attempts to map our majors on a standard list of majors then to potential occupations relative to the majors. The document will be forwarded to all Chairs by the Dean later today and should be completed and returned to Hall-Martin as soon as possible.

Program Reviewers for CSU-LA

The Dean reminded those offices who had received requests for the names of faculty interested in doing program reviews for CSU-LA to get the information in to Hall-Martin by the 9th.

IRA Committee

The Academic Senate is looking for two faculty members to serve on the IRA (Instructionally Related Activities) Committee. Chairs are to forward the names of interested faculty to the Academic Senate office.

GE Study Steering Committee

The Dean has been asked to provide two more faculty from CAHSS to serve on the GE Study Steering Committee. He has forwarded the names of Betsy Boone and Jessie Urban as additional CAHSS representatives.

Potential Environmental Law Guest Speaker

A retired lawyer who has specialized in environmental law will be moving into this area. The Dean has been asked to meet with him regarding potential guest lectures and other services he may be willing to provide. Any departments who might be interested in availing themselves of his services should let the Dean know.

Schedule of Course Offerings

The Dean distributed a copy of Communication's listing of courses that fulfill requirements for the major as an example of a well designed, easy to use document which is used for student advising.

HSU INJURY AND ILLNESS PREVENTION PROGRAM

Kevin Creed joined the Chairs to discuss the OSHA mandated HSU Injury & Illness Prevention Program. He distributed an extensive document which contains the HSU policy and requirements regarding the program. Each department must file a Departmental Injury & Illness Prevention Plan within the next 60 days. Directions, forms and explanations are contained in the document. Creed is available for help with all aspects of complying with this requirement and may be reached at extension 5702 or via email at creed@humboldt.edu.

COMMITTEE REPORTS

Curriculum

Sociology - Criminal Justice Certificate

Because the Criminal Justice Certificate is identical to the Criminal Justice Minor, the Sociology Department wishes to delete the Certificate from the catalog. The Curriculum Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

Sociology - Criminal Justice Minor

An extensively revised Criminal Justice Minor was presented to the Curriculum Committee who noted that the minor as revised is very multidisciplinary and recommended approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

Computing and Technology Committee

The Committee has not met this semester. The Dean would like the Committee to recommend a use model for computer labs tracking student usage.

SUMMER 2005

Ayoob distributed a master listing of classes proposed for Summer 2005 and reviewed by the Summer Committee. The Committee recommends approval of these offerings by the Chairs. A second tier of classes to add back if funding becomes available was also identified. A discussion ensued regarding International Programs and all agreed that rotation of international courses needs to be instituted. Our target for this summer is 265 FTES. **MSP:** To accept the recommendation of the Summer Committee with departments making individual adjustments with the Dean as necessary. The motion passed unanimously.

ASSOCIATE DEAN

Chairs discussed the options for the CAHSS Associate Dean position. It was decided that the fastest process would be to have a Chair from each area, one staff member and a student representative serve as the search committee. Persons interested in the position would submit vitae which the committee would review and three names would be sent forward to the Dean who would make the choice. It is hoped that the position can be an MPP position, temporary, for two years. Chairs interested on serving on this search committee should send their names to Hall-Martin by Friday, February 11.

GE STEERING COMMITTEE

Leeper reported that the GE Steering committee is seeking feedback on GE from the colleges and does not know the best way to achieve this. The GE Steering Committee will be added to Committee Reports so the Chairs can receive updates on the work of this important committee.

The meeting adjourned at 3:56 pm
RAS:lh