

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of January 25, 2005

Approved February 8, 2005

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

Guests: Scott Hagg, Craig Klein, Peggy Kass, John Powell,

MINUTES

MSP: The Minutes of November 30, 2004, were approved as submitted.

COMMITTEE REPORTS

Budget

Ayoob distributed minimum workstation standards for computers, both MAC and PC platforms, for the Chairs' review. These are the specs which will be used for the refresh computers.

STRATEGIC ENROLLMENT EFFORT (SEE)

Ayoob gave the Chairs an organizational chart for the Strategic Enrollment Effort (SEE). Various committees and areas are identified on the chart as well as contact persons for each team. The teams will work with representatives of Noel-Levitz. It is very important that CAHSS be well represented in this endeavor.

WRITING ACROSS THE CURRICULUM

Peggy Kass, Director of the Writing Across the Curriculum Program, Craig Klein and John Powell joined the Chairs to present information and discuss their experiences attending the workshops offered by the program.

RECRUITMENT

Scott Hagg and Andrea Martin of the Office of Admissions joined the Chairs. Martin presented information regarding recruitment tools available to departments such as Tele-Faculty, Email Recruitment, materials, data and copies of what is currently sent to students who apply. Following her presentation Hagg discussed recruitment efforts, an on line faculty chat system being set up so several potential students can talk to faculty and ask questions about their program from anywhere in the country and out of the area receptions where HSU recruiters will meet with potential students and their parents. The Dean encouraged Chairs to participate in recruitment/promotional efforts.

PART TIME POOL PROCESSES

During a discussion regarding hiring for Summer 2005, it became clear that Chairs had a great deal of confusion about the Part Time Pool Process. Sherry Jones-Deffenderfer of FPS and Jody Nicole-Garoutte will be asked to meet with CAHSS Chairs and the Chairs of Departmental Personnel Committees as soon as can be arranged.

UCC SUBCOMMITTEE

The UCC seeks faculty appointments for a committee to consider revising GE. The Dean has appointed Bernadette Cheyne, Joe Leeper and Harry Wells to represent CAHSS on this committee.

BUDGET PRESENTATION

The Dean shared with the Chairs copies of the budget presentation he will do tomorrow at the Provost's Council. He reviewed the documents with the Chairs and fielded questions.

ELECTIONS

Replacements for the Summer 2005 Committee were chosen: Betsy Boone and Llyn Smith. Also, Scott Paynton will replace Ken Ayoob on the CAHSS Budget Committee. The Chairs affirmed these replacements.

LETTER IN SUPPORT OF LIBRARY ACQUISITIONS

Boone asked the Chairs if they would be willing to send a letter of support for the Library which has cancelled all acquisitions this due to budget cutbacks. Chairs asked Boone to draft the letter and send it out for their review.

The meeting adjourned at 4:00
RAS:lh