

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of September 14, 2004
Approved October 12, 2004

Present: Ayooob, Benavides-Garb, Bennett, Berry, Boone, Carlton, Giovannetti, Goodman, Hall-Martin (recorder), Larson, Leeper, Little, Paulet, Paynton, Sievers, Smith, Snyder, Sonntag, and Wells.

Guests: Annie Bollick-Floss, Dave Bugbee, Andrew Delgado, Cole Newton, Kristina Perry, Michelle Woo, Samantha Williams-Gray.

MINUTES

The language for the paragraph under the heading "Target Assignments and Three Year Plans" was changed as follows:

Chairs were asked to discuss three targets with their faculty: FTES, FTEF, and SFR, then attend individual meetings with the Dean and Associate Dean to justify the numbers. From that information, a College target will be created and brought to a Chairs meeting for discussion. Following that, a three year profile will be prepared indicating what new faculty will be needed to maintain the programs.

MSP: To approve the minutes as corrected.

OUTCOMES ASSESSMENT

A copy of an outcomes assessment report created several years ago was distributed to Chairs who were asked to review the document and send Hall-Martin any changes, corrections or updates.

CALL FOR TRAVEL REQUESTS

A call has been issued for travel requests from faculty. Chairs were reminded that travel funds are not an entitlement and there may not be enough money to fund every request. Once all requests are in, Budget Committee members will be able to determine if they can all be funded. If not, prioritization of the requests will occur.

SERVICE LEARNING & RISK MANAGEMENT

Annie Bullock-Floss, Kristine Perry and Dave Bugbee joined the Chairs to discuss service learning and risk management. Reference materials were distributed to Chairs who were asked to share them with their faculty. Any department offering service learning courses must have agreements in place with community partners prior to the class being offered. The Service Learning website has links to all the forms, agreements and reference manuals and the staff is always available to assist faculty and staff regarding service learning issues. Internships do not fall under service learning guidelines.

ANNOUNCEMENTS

Speaker Funds

The Dean reminded Chairs that each department was given \$500 for guest speakers/artists to be used in this academic year.

What's At Stake

The Dean announced that all three colleges would be sponsoring and coordinating a marathon discussion on October 13 in the Kate Buchanan room entitled "What's At Stake." More details on this event, which is open to all faculty, students, staff and the community, will be forthcoming.

Several departments are involved in presenting panels or films concerning issues relating to the upcoming election. The Dean asked chairs to send their info to the Dean's office so the events can be publicized on the CAHSS website.

Jammers League

The Dean met with students who have created the Jammers League which is devoted to bringing students, faculty and staff together with creative talents such as singing, dancing, poetry, etc., to perform at an event on November 19, from 6:30 - 11:00 pm. The theme of the event will be Giving Thanks.

SFR/FTES

The new OAA budget policy funds colleges based on SFR and FTES. Departments are asked to meet and starting thinking about and looking at this possibility. Once Chairs have met with their faculty, they are to set up a meeting with the Dean and Associate Dean prior to November 1 to discuss the numbers.

NAS POSITION REQUEST

Giovannetti distributed a position request for NAS as an informational item.

C-CLASSIFICATIONS AND S-FACTORS

Chairs received handouts on C-Classifications and S-Factors. There are many "official" documents around campus relating to these topics. The Undergraduate Studies website has one which is very good. The purpose of the C-Classification is to tie what faculty are doing in class to how many students can be accommodated in that class. In the past, they were used to justify positions. C-Classes are important in SFR/FTES calculations. S-Factors indicate the one on one contact time with students. Chairs were reminded that when preparing course proposals, the C-Classification information must be included.

SYSTEMWIDE TRANSFER

A letter and email have gone out to certain Chairs regarding the CSU Lower Division Transfer Pattern project. Each identified department has been asked to provide the Dean's office the name of the faculty member who will attend State-wide meetings on Lower Division Transfer Patterns later this year. Representatives will attend the meeting out of the area, come back to HSU and talk to their colleagues then return to a meeting which will establish the general curriculum without any further consultation with their home department. The final goal of these meetings will be to designate at least 45 units of lower division course work which will count toward graduation in their particular major

at any CSU campus offering same. The Dean asked Chairs who have been identified to participate in this process to get her the names of the faculty who will be representing them no later than September 29th.

REMOVAL OF DEPARTMENT CHAIRS

The Associate Dean opened the floor for discussion of the removal of a Chair with the provision that the discussion would be without specifics or contain personnel information. If a department is not meeting the Dean's or the CBA contract's standards, a Chair can be removed. The CBA is very clear that Chairs serve at the pleasure of the President or his/her designee. Giovannetti announced that it was likely that the decision to remove him as Chair of NAS would result in another lawsuit. Snyder reminded Giovannetti and the Chairs that he was speaking in generalities, not specifics and it was not directed at any department.

The meeting adjourned at 4:00 pm.

KAC:lhmm