

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of November 1, 2005
Approved November 15, 2005

Present: Ayoob, Brenneman, Benavides-Garb, Bennett, Berry, Boone, Goodman, Hall-Martin (recorder), Larson, Leeper, Little, Paulet, Paynton, Sievers, Snyder, Sonntag, Vellanoweth and Wells.

MINUTES

The Minutes of October 18, 2005, were approved as submitted.

COMMITTEE REPORTS

Budget

Ayoob reported that the Dean has accepted the recommendations of the Budget Committee on allocation of Lottery monies with the exception of the Geography printer and WLC's request for software. WLC is providing more information to the Committee. The Committee also recommends retaining between \$6,000 and \$11,000 in Lottery funds until early Spring for potential unmet needs or emergencies which may arise. This year, all Lottery money must be spent and cannot be rolled forward. The Dean asked Chairs to consider allocating \$5,000 in Lottery money as a pool for departmental brochures. It is still unclear if funding from Enrollment Management or OAA will be available to departments for brochure costs. The Dean will decide which 6 departments will have their brochures done this semester. Departments who recently updated their brochures should continue to use them. **MSP:** To allocate \$5,000 of Lottery funds toward departmental brochure costs and to set aside between \$6,000 and \$11,000 in Lottery monies for unmet needs in Spring of 2006. The motion passed unanimously.

The Budget Committee revisited the copier refreshment policy and believes it should not be changed. **MSP:** To accept the recommendation of the Budget Committee to retain the current policy on copier refreshment. The motion passed.

Computing & Technology

Leeper reported on the work of the Committee. They are working on defining labs and hope to have a computing policy out soon. There will likely be another questionnaire for Chairs to complete on its way soon.

Curriculum

Geography 309i - The Silk Road

Reactivation of Geography 309i - The Silk Road. The Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

World Languages & Cultures 120 - Elementary Language

Request to replace Anthropology 348 with WLC 120 in the Chinese Studies Concentration. The Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

Geology 308 - Natural Disaster on the Pacific Rim

Request to add Geology 308 to the Pacific Basic Studies Minor in Geography and to the International Studies (Interdisciplinary) Concentration Area: Pacific Basin as a core course option with Geography 340. The Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

English Prerequisite Changes

Adds a set of prerequisites to three major courses in order to ensure progress through a newly designed sequence. The Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion passed unanimously.

Area D Guidelines Revision

Wells reported that the two departments outside CAHSS have reviewed the changes and are in support of them. Now the document will go to the UCC for their review.

SCHEDULING

Before the end of this semester, Chairs and their ASCs will meet with the Dean and Ann Moore to set up their schedules for AY 06-07. This will enable the Dean to have a better idea of how much money to request in his budget negotiations with OAA which occur in December or January. A new spread sheet has been developed by Ann and Linda Wilson who will train the ASCs this week to use the document. The Dean thanked Ann and Linda for their excellent work on this project.

The Dean asked Chairs to plan their 06/07 schedules carefully. GE must be run efficiently and will be managed by the College. Major areas in CAHSS are more unstructured than the other Colleges' majors. The Dean will be looking at departmental enrollments in this area as well. Enrichment courses don't count for GE or major units and are highly scrutinized by the administration. While the Dean believes these courses are important, in times of extremely tight budgets, it may not be possible to offer many of these.

A time line for the scheduling meetings was distributed to Chairs who were asked to begin setting up their meetings with Hall-Martin as soon as possible.

RECRUITING/PROMOTION

Chairs were extremely unhappy with the Fall Preview which was held on October 29. The event was not well coordinated, potential students and their parents were released from previous meetings early and arrived at Goodwin Forum well before most of the faculty for the 9:30 meeting. The location was too small to hold all three colleges and there were not enough tables for departments to put their materials out. All agreed that name tags for Chairs would be very helpful as well as banners identifying departments and laminated signs which could be displayed on tables to allow students and their parents to easily find department in which they are interested. The Dean will talk to OAA about the possibility of their funding banners for the departments and perhaps the college as well as other promotional items.

Chairs were told about the Western University Exchange program where students from participating universities in the west can attend HSU at a cost of 150 percent of our regular fees. The Dean asked Chairs for their thoughts and advice on how departments could take advantage of this opportunity and the possibility of advertising the program in specific publications. Interested Chairs should contact the Dean directly with their ideas.

ANNOUNCEMENTS

International Education Week

November 14-17 is International Education Week. Sonntag advised Chairs that information is in the mail regarding the many workshops, speakers and events happening that week and asked them to encourage students to come to the events.

Sustainable Futures Speaker Series

The Environment & Community MASS program is presenting Dr. Ronnie Lipschutz from UC-Santa Cruz this Thursday, November 3, as the latest speaker in their Sustainable Futures series. His talk is entitled "Paper or Plastic? The Privatization of Global Forestry Regulation."

Arlington West

Wells distributed information on a free screening of the movie, *Arlington West*, which will be held Sunday, November 6 in FH 118. This movie is being shown as part of the Dialog on Race offerings.

The meeting adjourned at 3:45 pm.

RAS:lhM