

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of September 6, 2005
Approved September 20, 2005

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

Absent: Brenneman, Sonntag

Guests: John Meyer, Keion Morgan, Colleen Mullery, Elizabeth Pimentel, Jennifer Richards

The Dean welcomed everyone to the first Chairs meeting of the 05/06 academic year and introductions were made.

MINUTES

The minutes of May 3, 2005, were approved as submitted.

COMMITTEE REPORTS

Budget

Ayoob reported that separate request forms will be created this year for departments to submit additional funding requests. It is anticipated that the calls will issue very soon and be due in early October. Among the items being considered by the Committee are the computer refresh cycle for this year, the copier refresh schedule and the speaker fund. Ayoob will bring the recommendations of the Committee back to the Chairs for discussion. In addition, the Committee is reviewing several policies and will present those recommendations to the Chairs as well.

Curriculum

Wells asked Chairs to refer to the Best Practices document which was emailed to them recently when completing new course proposal forms or curriculum change forms. The document also walks Chairs through the submission process.

Art 319 - Contemporary Art & Theory

New course proposal, course has been offered as a special topics course several times previously. Curriculum Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee to approve the course. The motion was unanimously approved.

Wells told the Chairs that the catalog deadline is approaching and will occur before the next meeting of the Council of Chairs. He requested a one time deviation from procedure from the Chairs who agreed to allow him to electronically send copies of

three proposals, which the Curriculum Committee has recommended be approved, for their review and approval.

Addendum to Area D Program Review Report

Wells forwarded to Chairs electronically a copy of the Curriculum Committee's addendum to the UCC's response to the Area D Program Review for their review.

Area C Program Review

Wells notified the Chairs that the Area C Program Review begins this year and is a two year process. The tool will be developed this year.

POSITION REQUESTS

The Dean advised that position requests that are submitted may not be the same proposals he received in the spring or they would not be considered. Chairs from Art and Music distributed their proposals and answered questions. The Dean will review the proposals and make his decision prior to the September 16 deadline.

SCHAUB LECTURE

The second annual Victor Schaub lecture on local politics will be held September 7 in Founders Hall 118 at 7:00 pm. Tim McKay will be presenting the lecture.

RTP/PDP DISCUSSION

Colleen Mullery, Vice President for Academic Personnel Services, joined the Chairs. She reviewed guidelines relative to Academic Student Employees and the impact of the new contract with the Chairs. Mullery then discussed the Professional Development Plan in detail as well as the RTP process and answered Chairs' questions. APS will be hosting workshops in September for new faculty and their mentors on these topics and on September 23 a brown bag lunch for all faculty will be held to share information.

ON-CAMPUS RECRUITMENT EVENTS

Keion Morgan and Elizabeth Pimentel met with the Chairs to discuss this year's on-campus recruitment events. A schedule was distributed of all the events and each event was discussed with the Chairs and questions regarding them were answered.

The meeting adjourned at 4:00 pm.

RAS:lh