

# HUMBOLDT STATE UNIVERSITY

## College of Arts, Humanities & Social Sciences

### Minutes of the CAHSS Council of Chairs Meeting

Meeting of April 5, 2007

*Approved May 3, 2007*

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**Present:** Ayoob, Bennett, Berry, Brenneman, Cheyne, Crawford, Goodman, Hall-Martin (recorder), LaBahn Clark, Larson, Leeper, Little, Meyer, Paynton, Smith, Snyder, Vellanoweth and Wells

**Absent:** Paulet

**Guests:** Stephen Cunha, Delores McBroom

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#### MINUTES

Corrections to the Minutes of March 22, 2007, were made as follows:

Addition of Vellanoweth to those present.

The paragraph under "**BUDGET**" was amended as follows:

The Dean gave Chairs the most recent budget information. The UBC recommendations will issue Friday and after that time it is anticipated that directives will be given to the Deans to prepare scenarios for cuts, one with the student fee increase and one without. We are in a holding pattern until reduction levels are determined and given to the colleges. Best case scenario would be a \$300,000 cut for CAHSS. If major eliminations are done, it should happen at a higher level than in the colleges. Chairs *felt indicated* that the Deans and the Provost should take the lead in developing the criteria and process for major elimination and indicated they trusted the Dean to act in the best interest of CAHSS and the University. *Any proposal should be brought back to the Council of Chairs for discussion and recommendations.* ~~At~~ Many felt that process was key and once that is determined the College should have a process/response ready. We have currently spread the budget reductions out as far as can be done and need to do future cuts in a more strategic manner. Many believe that the University's quality is being destroyed by trying to equalize the cuts across the colleges. The Dean reminded Chairs that any cuts should be viewed as permanent.

**M/S:** To approve the Minutes of March 22, 2007, as corrected. The motion passed.

After the Minutes were approved discussions ensued regarding how minutes are to be taken, what is to be included and not included, wording and other issues. The Dean asked Chairs who wished to amend the already approved minutes to send their input to Hall-Martin. The information will be compiled and discussed at the next Chairs' meeting.

## **COMMITTEE REPORTS**

### **BUDGET**

Little reviewed the latest revisions to the CAHSS OE/Temp Help policies with the Chairs. The 10 percent hold back has been removed from Item 1 - Operating Expense. After discussion it was determined that the listing of expected use shall read:

- a. Office Operations and Supplies
- b. Facilities and Equipment Maintenance
- c. Faculty Needs
- d. Instructional Needs

All detailed listings were removed from these general categories, with an affirmation of departmental autonomy in deciding OE expenditures within the four categories above. The question of OE funds being spent toward conference expenses beyond the funds allocated by the College for travel will be a separate discussion at a later date.

Items 2 and 3 remain as originally submitted.

Item 4 - Temp Help/Work Study. The words "no longer can" in the first sentence of the paragraph are changed to "*cannot*". The second sentence is changed to: "*Departments will submit requests to the Budget Committee by April 15 for the following academic year, and the funds will then be allocated based on the spending plan submitted.*"

**M/S:** To accept the recommendations of the Budget Committee as amended. The motion passed.

The Budget Committee was thanked for their work in creating this document.

### **COMPUTING AND TELECOMMUNICATION**

A request from the Committee was transmitted to the Chairs regarding technical proposals:

Departments should send technical proposals to the Dean's office for routing to the Committee.

Technical proposals should contain a refreshment plan.

### **CURRICULUM**

#### *German Studies Program*

LaBahn Clark reviewed the changes to the proposal with the Chairs which included a reduction in the core units from 30 to 22 and limiting the repeatability of some of the courses in the major. Chairs suggested changes in the proposal which was amended as follows:

Under Section 1 - Total Major Units Required, in the last paragraph, German 370 and 390 can be repeated *once* and German 420 can be repeated *twice*.

Under Section 3 - Study Abroad Requirements, the first sentence will read: "German Studies majors must complete a full academic semester *at the University level* in a German-speaking country...."

**M/S:** To accept the proposal as amended. The motion passed.

### **Curriculum Overlap Subcommittee**

A memo from the Curriculum Overlap Committee was distributed to the Chairs for their review and discussion at a future Chairs' meeting. Comments or input regarding the memo should be sent to Goodman.

### **Travel Policy Revision Subcommittee**

A report from the Travel Policy Subcommittee was distributed to Chairs. Larson briefly reviewed the document and asked for concerns, comments and corrections to be sent to him for incorporation. This report will be discussed at a future Chairs' meeting.

### **STUDENT MARKETING STUDY**

The Dean has received a proposal from the students who are doing a marketing study for CAHSS. The potential growth areas they will be investigating are Film, Archaeology/Cultural Resource Management and Criminology. Students will be contacting faculty in those areas to arrange to conduct surveys of various classes. The Dean asked Chairs to encourage their faculty to allow the students to do the surveys to the extent that it can be done without too much disruption of the classes.

### **BUDGET**

The Deans and Provost met this week to discuss how to handle budget reductions. If the student fee is approved the amount is expected to be between \$700,00-\$900,00 for the three colleges. At that meeting, it was decided that cuts would be prorated to the colleges. The amount for CAHSS would probably be between \$250,000 and \$300,000. Once the exact amount of those cuts is known, the Dean will develop some scenarios for cuts and bring them back to the Chairs for their review and approval. The possibility of a small subcommittee being formed to recommend scenarios was discussed among the Chairs and rejected.

The meeting adjourned at noon.

RAS:lh