

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of March 8, 2007

Approved March 22, 2007

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

Absent: Brenneman, Cheyne, Meyer

Guests: Joanne Burke, Nancy Hurlbut, Dennis Fitzsimons, Margaret Kelso, Sam Sonntag

MINUTES

The Minutes of March 1, 2007, were approved as submitted.

The Minutes of February 22, 2007, were approved as submitted.

ANNOUNCEMENTS

Outstanding Student Nominations

The deadline for nominations for this year's outstanding student awards has been extended to March 23. The Dean urged Chairs to get their student nominations in as soon as possible.

Year End Big Ticket Items

The Dean asked for Chairs' input on expending any year end funds that may be left. He does not anticipate doing a formal call for proposals and is leaning toward using any monies still available at year end to help fund the WLC Computer Lab in the new BSS Building. He was recently informed that there isn't enough money in the equipment fund for the new building to provide computers for the lab and CAHSS will have to pick up that cost. It is not possible to use the current computers for this lab as they must be upgraded. Chairs having any emergency items to be considered for funding should send those requests to the Dean.

COMMITTEE REPORTS

BUDGET

The College Budget Committee's draft recommendation regarding OE was sent to Chairs for review prior to this meeting. Little reviewed the document with the Chairs before fielding questions. Chairs had several suggestions/questions/requests for revision or elimination of some of the items presented in the document. Chairs had issues with an additional 10 percent of the OE being held at the Dean's level and as to Item 4, suggested that funds be locked and OE spent only for OE and Temp Help only for temp help - no conversion. The document was sent back to the Budget Committee for revision and return to the Chairs.

CURRICULUM

No report. Wells shortly be sending a memo to Chairs regarding 4-unit courses in 3 hour slots.

CURRICULUM OVERLAP SUBCOMMITTEE

The Subcommittee has heard from several departments but is waiting for the final responses. A spread sheet is being created and the information will be presented to Chairs at an upcoming meeting for discussion. It was the hope of the Subcommittee that a college Moodle site might be created for faculty share syllabi, ideas and have curricular discussions. We will schedule a meeting to discuss this issue at a future Chairs' meeting.

TRAVEL POLICY REVISION

The Subcommittee will be meeting after spring break.

POSITION REQUEST PROCEDURES

The Dean advised Chairs that there may be a different process used this year at the OAA level for position requests and as soon as he is told what that is he will relay the information to the Chairs. Do not use last year's forms for position requests as it appears a new form will be coming down soon. Chairs were asked to rank all the positions and send them to the Dean with their comments in two week's time. He will put the rankings together and the Chairs will discuss the top four and work together to improve them prior to sending them forward to OAA. Chairs were also asked to group their rankings in top, medium or low priority categories.

BUDGET

Larson and Little updated the Chairs on the work of the UBC. The Dean distributed information on proposed 07/08 budget reductions at the University level. It is clear that program elimination is coming, but to the extent that it involves eliminating major programs it will be done at a higher level, not by the colleges. For CAHSS, there is still \$95,000 to be cut to get to base budget.

DISTANCE EDUCATION

Nancy Hurlbut, Faculty Associate for Distance Learning, joined the Chairs to discuss HSU's Distance Education program and distributed material for their use. Also, a CAHSS representative to the Distance Education Advisory Committee. Chairs were asked to inform their faculty about this opening and to forward nominations to the Dean.

The meeting adjourned at noon.

RAS:lh