

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of May 3, 2007

Approved May 10, 2007

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

MINUTES

March 22, 2007 - A revision to these minutes was sent to the Chairs for their review prior to this meeting. **M/S:** To approve the revision of the March 22 Minutes. The motion passed. As these Minutes had been approved prior to the revision discussion/creation, **M/S:** To rescind the approval of the March 22 minutes. The motion passed. **M/S:** To approve the Minutes of March 22 with the revision. The motion passed.

April 5, 2007 - **M/S:** To approve the Minutes of April 5, 2007, as submitted. The motion passed.

April 19, 2007 - **M/S:** To approve the Minutes of April 19, 2007, as submitted. The motion passed.

ANNOUNCEMENTS

Items Continued to Fall Chairs' Retreat

The Dean announced that discussion of several subcommittee reports such as the revision of the CAHSS travel policy and duplication of curriculum report, will be taken up at the Chairs retreat in the fall.

Meeting Next Thursday

Because of the many last minute items that need to be addressed by the Chairs, there will be a meeting held May 10th from 10-12 in Nelson Hall East 106, which will be the last Chairs' meeting of the year.

End of Year Monies

The Dean indicated that if there is end of year money left in the OE side, that money will be used to fund equipment proposals for the BSS Building. It is anticipated the amount of money will be approximately \$35,000. The Computing & Technology Committee is already receiving and reviewing proposals for equipping the labs.

HOOP

The Dean reported that transfer students are registering through the HOOP program and there is a backlog of students so those running the program and proposing that central advising be done by HOOP staff. Chairs who wish to do their own advising should contact the HOOP office immediately. Several Chairs reported problems with the system and the Dean asked them to email their concerns and complaints to him and he will take the concerns to OAA.

Zero Enrolled Classes

Enrollment Management is predicting there will be 1,200 first time freshmen for Fall 2007. It will be necessary to add additional Lower Division GE classes to accommodate the freshmen. Funding for these additional sections will have to come from outside the College. The Dean needs to know what zero enrolled classes departments can offer and if there are faculty to teach them. Chairs are asked to get that information to the Dean via email at their earliest convenience. It is expected that HSU will meet or exceed enrollment targets next year.

COMMITTEE REPORTS

Budget

No report.

Computing & Technology

No report.

Curriculum

A memo from the CAHSS Curriculum Committee regarding the Anthropology Program Review and a recommendation from the Committee to establish a deadline requirement for department response on program reviews was sent to Chairs prior to this meeting. Chairs felt that the requested policy was something the Committee already had the right to mandate and not something that needed to be approved by the Chairs.

BUDGET

The Dean summarized the discussions of the last Chairs' meeting regarding next year's budget. He had asked Chairs to go back to their faculty and discuss two questions: Should the cuts be targeted or should the college take another approach or combination of approaches? If the cuts are targeted, is recommending the German Program for discontinuation the best option? This is the last discussion opportunity for the Council of Chairs regarding this matter as a decision on cuts will be made next week. Any additional input should be provided before that time. Staff who are being laid off will be notified next week as well.

The Chairs shared their Departments' discussions and recommendations and LaBahn Clark presented her response to the recommendations. The majority of the departments were in favor of targeted cuts but were, in general, not inclined to specify where the cuts should be targeted. The Dean will make his decision next week. Chairs are encouraged to write or call him with any ideas or questions they may have. Also, the Dean will be meeting with German majors on Friday at 3:00 in Gist Hall 124 and Chairs were invited to attend.

When the Dean has made his decisions a memo to the Chairs outlining the cuts will be distributed. Likewise, the recommendations on position requests will be provided to Chairs in memo form.

The meeting adjourned at 11:51 pm.
RAS:lh