

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of August 29, 2006
Approved September 12, 2006

Present: Ayoob, Benavides-Garb, Bennett, Berry, Brenneman, Cheyne, Crawford, Goodman, Hall-Martin (recorder), Larson, Leeper, Little, Meyer, Paulet, Paynton, Snyder, Vellanoweth and Wells
Absent: Smith
Guest: Robert Gunsalus

The Dean welcomed the Chairs to the first meeting of the year.

MINUTES

The Minutes of May 2, 2006, were approved as submitted.

COMMITTEE REPORTS

Budget

Four chairs had put their names forward for the CAHSS Budget Committee: Bernadette Cheyne, Judy Little, Scott Paynton and Susan Bennett. As there are four vacancies on the committee, the Dean asked if Chairs were willing to affirm these candidates as being elected to serve. Chairs were and the candidates join Ayoob and staff representative Cher Martini on the Budget Committee. Ayoob will convene the first meeting of the year and a committee chair will be elected.

Computing & Technology

Leeper reported that the committee is getting their fall meeting scheduled set and will begin work on revising the draft computer policy to bring back for Chairs' review.

Curriculum

Music Degree Requirement Changes

Chairs received an electronic proposal record last week with details of the request to update catalog descriptions in two options and add a footnote to Music 355 to clarify the requirement. **M/S:** To accept the recommendation of the CAHSS Curriculum Committee to approve the changes. The motion passed.

The Curriculum Committee has already met twice this semester. There are a great many proposals and changes to be reviewed and approved prior to the course schedule deadline. CAHSS has been given a two day extension to September 13 so the Chairs can review curricular items at the next meeting. Wells advised that the Committee's agenda are full for the next four meetings and also reviewed the process of curriculum review with the Chairs.

ANNOUNCEMENTS AND ISSUES

The Dean reviewed several of the items with the Chairs based on his email of August 8.

CR BBQ/Recruitment Event - September 13

Many of the Chairs had not received notification of this event. This is a recruitment BBQ at CR and the Dean would like as many Chairs or their representatives as possible to attend. We have table cloths and signs for each department. Please notify Rhonda Geldin and the Dean's Office if you will be attending.

Public Affairs

Representatives from the Public Affairs office have asked to meet with the Dean once a semester to be informed of the College's major accomplishments, new programs, successes of the faculty, staff and students, etc. The Dean will give them the info, they will contact the departments and faculty and stories will be run on the website throughout the year. The Dean would like two candidates for stories from each department. Please send the names to Hall-Martin.

Draft Spending Plan

Chairs were OK with the template to be used for departmental spending plans.

Lottery Funds

Chairs agreed that Lottery funds should be set aside for computer and copier refresh. The Dean asked Chairs to determine if requests under \$500 could be considered by the Budget Committee and it was decided such requests could be submitted. The Budget Committee will be asked to develop a policy regarding bundling. The Dean is considering allowing faculty to choose either a desktop or laptop, but if that policy is instituted we will not be able to refresh computers at the current rate as laptops are more costly.

Draft Departmental Budgets

Ann will be notifying Chairs shortly of the spending plan deadline. We do not yet have our budget for AY 06/07. The Dean warned Chairs that if the budget comes in very low, OE could be cut.

Fall Position Requests

There will be a call in September for probationary position requests, but the deadline has not been set. The Dean does not expect to receive many requests unless a department's situation has changed between spring and fall.

Position Ranking

The Dean has been authorized to go forward with his first four position requests from spring, Spanish, History, Government and Politics and Anthropology. There is a chance that two more positions may be authorized.

California Center for Rural Policy

The Center is grant driven and has many opportunities for CAHSS faculty and students. The Dean encouraged Chairs to check out the Center and if they would like to have the Director come to a Chairs meeting, he will arrange it.

ROBERT GUNSALUS, VP, UNIVERSITY ADVANCEMENT

Robert Gunsalus, Vice President for University Advancement, joined the Chairs. Gunsalus gave Chairs his impression of HSU thus far and outlined some of the plans for the future, including developing annual giving programs, soliciting major gifts, planned giving and community marketing. This fund raising campaign culminates in HSU's 100th anniversary celebration in 2013. Gunsalus requested that Chairs share their alumni databases with his office and allow them to maintain them. He assured Chairs that their donors would not be redirected to contribute to other programs. He asked that departments use HSU's Graphic Department for all their brochures, newsletters and other publications. Chairs responded that while they would like to use their services, the costs are too high for them to afford with limited OE budgets. Solicitation letters to over 100 people should be run by his office as well. A part time development person for CAHSS is much needed but funding is the issue. At this time Gunsalus does not have the budget to partially fund this position as has been done for CNRS.

ANNOUNCEMENTS AND ISSUES (Cont'd)

Building WPAFs

The Dean distributed a memorandum regarding the RTP process, one copy for Department Chairs, one for the Chair of the Department's IUPC. Per the CBA, all personnel decisions will be based on the Personnel Action File, which is the file kept in the Dean's Office. Because sometimes materials are placed in the PAF which are only known to the candidate, it is imperative that IUPC Chairs review the PAF on every candidate constructing a WPAF before the file closes.

Mark Massara Lecture

Mark Massara, attorney and director of Coastal Programs for the Sierra Club, will be presenting a lecture on Thursday, September 14, 6:30 pm in Science B, Room 133. This lecture is being sponsored by the Department of Communication.

The meeting adjourned at 4:00 pm.

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