

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of February 22, 2007

Approved March 8, 2007

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

Guests: Joanne Burke, Dennis Fitzsimons

MINUTES

The Minutes of February 8, 2007, were approved as submitted.

COMMITTEE REPORTS

Budget

The Committee met last week and will be distributing a proposal regarding OE and temp help for Chairs' review at a future meeting.

Computing & Technology

The Committee is finishing up their recommendations on the distribution of the Media Arts Computers. A report will come to the Chairs shortly.

Curriculum

No report. Wells discussed the expectations associated with 4-unit courses meeting on a 3-unit weekly schedule. The additional unit must be justified in terms of additional instructional contact hours, along with specificity in terms of how the additional meeting times contribute to the knowledge base of the course, and how that content will be integrated into the course by assignments and evaluation. Also now required, as outlined in a memo from the Vice Provost, such courses must indicate the requirement of the additional meeting times and assignments beyond the scheduled times in the course description and either include the additional meeting times in the course schedule or add a note specifying the required number of additional hours which will be required beyond the scheduled times. Wells will be sending out a memo with details on this soon.

Subcommittee Reviewing Criteria for Assessing Programs for Possible Elimination

Cheyne distributed the final copy of the CAHSS faculty survey to the Chairs and asked that they go back to their departments, have their faculty complete the survey then average the results to the nearest 100th and get it to Cheyne by March 5. The results will be discussed at the Chairs' meeting two weeks from today.

CAHSS Personnel Committee Report

Ayoob told the Chairs that he will be sending out a memo shortly regarding the problems encountered by the Personnel Committee this year when reviewing RTP binders. Committee members dealt with many binders that were very poorly constructed and did not contain the items mandated by Appendix J. All departments should look at the standards they have put forward and make sure those standards are met in the RTP binders.

ANNOUNCEMENTS

The Dean distributed information regarding updated Enrollment Management information and a memo from the Student Disability Resource Center regarding video tapes being used in classes that are not closed captioned.

Elections

Hall-Martin distributed the call from the Academic Senate office of positions needing to be filled for University committees. She will email Chairs a list of College committee vacancies so they can begin to find faculty to run for the various committees.

POSITION REQUESTS

Eleven requests were submitted by the departments. Chairs were asked to review all the requests and come to next week's meeting ready to ask any questions they may have of the proposing department chair. The Dean does not believe many of the requests will be granted at the OAA level.

ASSOCIATE DEAN

The Chairs congratulated Harry Wells for being named the permanent CAHSS Associate Dean and thanked all the candidates who applied as well.

BUDGET

The Dean continues to work on cutting the CAHSS budget but it now appears that it is not possible to get to base without direction and input from the Chairs for more aggressive cuts and perhaps program elimination. A larger freshman class is expected and we may be asked to open more sections, but they will be zero enrolled until funding is provided by OAA. The Dean will be looking carefully at enrollments in GE classes for the fall. We have too much GE in some areas and some of those classes will be zero enrolled as well.

CHAIRS MEETING NEXT WEEK

The CAHSS Council of Chairs will meet next week to discuss budget, position requests and the Government & Politics Program Review if time permits.

FAD/ASSIGNED TIME DISCUSSION

Anita Iglesias and the CAHSS Department Coordinators joined the Chairs for a discussion of FAD reports and assigned time. Minutes were not taken for this portion of the meeting.

RAS:lhbm