

*College of Arts, Humanities and Social Sciences*

**Minutes of the CAHSS Council of Chairs Meeting**

**April 17, 2008**

*For approval on May 1, 2008*

Attending: Kenneth Ayoob, Interim Dean, Harry Wells, Associate Dean, Mary Scoggin, JoAnne Berke, Armeda Reitzel, Michael Eldridge (proxy for Susan Bennett), Joe Leeper, John Myer, Michael Goodman, Mark Larson, Eugene Novotney, Steve Jenkins, Jennifer Eichstedt (proxy for Judith Little), Bernadette Cheyne, Rosamel Benavides-Garb, Judith Wyland (recorder)

**Minutes:** The minutes of April 3 were approved as submitted, with 2 abstentions (of the proxies) and with a minor change to the Curriculum Committee report about TFD 351 (also approved; change made to minutes); unanimous.

**Guest Presenters:** Anna Kircher, CIO/Information Technology Services, and program directors: Josh Callahan, Central IT; Bill Evans, Instructional IT; Shawn Kohrman, Desktop IT. Problems and some proposals for correction or alleviation were presented, followed by a brainstorming discussion with chairs. The team will be working with chairs from all three colleges to develop methods and procedures to coordinate more closely with academic calendars and needs. Discussion made apparent the need for faculty training and more frequent communication from IT Services regarding its needs from faculty. The IT team explained their budget constraints and offered suggestions as to how departments could assist in cost-savings and making smart rooms more efficient.

**ANNOUNCEMENTS:**

***Interim Dean:***

The Interim Dean advised the Chairs of his intention to have a role in fundraising within the College. He is working with Rob Gunsalus, UA, and will take some special training later in the year. Chairs were asked to begin thinking about ideas for what might be done with these types of funds. A question arose about CNRS and the fundraiser hired in that college, and what satisfaction or not has been derived by having that hire. The Chairs also asked the Interim Dean to see if perhaps that position could be shared across the colleges. (Note: The Interim Dean contacted Jim Howard in CNRS – the results were not good and the arrangement has been discontinued.)

Maggie Gainer, Office of Economic and Community Development (OECD) has offered to hold grant writing workshops for NEA and NEH grants if requested.

The Interim Dean asked for an additional Council of Chairs meeting (May 8) to clear up any unfinished business of the academic year.

Ballots are due to the College office by Monday and will be counted either Monday or Tuesday. A question surfaced about voting privileges in the Faculty General Election for Academic Senators, and Mark Larson offered to send out a memo in response.

At the HSU University Executive Committee meeting today, the President indicated that he is considering a delay of the search for a provost. The Senate Executive Committee is sending its support of the delay and to have the Interim Provost continue in three-year post.

**HumWeek**—Chairs were asked to consider that the departments participate in the freshmen welcoming event. An email was posted this morning by Rees Hughes, detailing monetary assistance to any department sponsoring an event.

***Associate Dean:***

**Field Trips**--Chairs were thanked for the cooperation shown in following the paperwork procedures. New streamlining procedures are being developed effective Fall 2008, using either CSU system-wide forms or new HSU forms. In response to a question about transportation, it was explained that HSU seeks least liability in that area. Procedures are clearly delineated on the Risk Management website and must be adhered to.

**EOY Report**--Departments need to be sending material for the end-of-year report. The Associate Dean will send out a memo listing all the categories to be considered.

**Syllabi templates**—the Curriculum Committee is waiting for more information on how to make them ADA compliant.

**Area C assessment**—The Associate Dean is making appointments with various departments to look at imbedded assignments and to discuss department assessment process.

**Use of signature stamps**—Original signatures are required on the Schedule Adjustment Form (Add/Drop), since the request for drops is in the “serious and compelling reason” phase (until Friday, April 18), and needs the consideration of the department chair.

***Academic Senate:***

Chairs encouraged to attend the upcoming Outstanding Professor event.

Minutes of the statewide senate will soon be distributed.

***Other:***

Chairs were reminded to note the calendar of upcoming Theatre, Film & Dance and Music department spring programs.

Announcement was made about the “Take Back the Night” events on the quad this weekend.

**REPORTS:**

***Budget:*** Committee is looking at temporary help requests for developing a potential strategy.

***Curriculum: Soc 610, motion to approve with the striking of*** “There is no reason to have an undergraduate prerequisite because undergraduates are prohibited from taking graduate-level courses.” New wording added “Undergraduate pre-requisites are not necessary for graduate

courses as admission to a graduate program is predicated upon demonstrated preparation for the graduate curriculum.” **Moved, seconded; unanimous.**

**WS 430 / Anthro 430 (new course proposal), approved; seconded; unanimous**

**Technology:** Explanation was presented of the cascade system for upgrading department labs and the history of its development. After initial presentation to the Chairs, the plan will now be submitted for approval to the Budget Committee, then back to the Technology Committee, then to the Chairs, and lastly to the Interim Dean.

#### **DISCUSSION/ACTION ITEMS:**

**Excess Enrollment Policy:** Discussion at Council of Deans level has been instigated because of a litigation that involved reconfiguration of WTUs within one college only. The result of that case, in part, is that adjustments can be made reconfiguring WTUs for high enrollment as long as the same adjusted figures are used by all three colleges. The Interim Dean will send out information about the current policy and the proposal for readjustment originating with the faculty and dean of CNRS.

The Interim Dean will take forward comments by the chairs that the higher figures are punitive, and that the policy drafted under the administration by John Hennesy (CSU guidelines, essentially) should be maintained.

**Meeting Adjourned.**