

# HUMBOLDT STATE UNIVERSITY

## College of Arts, Humanities & Social Sciences

### Minutes of the CAHSS Council of Chairs Meeting

Meeting of August 30, 2007  
*Approved September 13, 2007*

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**Present:** Ayoob, Benavides-Garb, Bennett, Berke, Berry, Cheyne, Goodman, Hall-Martin (recorder), Herbrechtsmeier, Larson, Leeper, Little, Novotney, Reitzel, Scoggin and Wells.

**Absent:** Elmore, Meyer.

**Guests:** Noah Zerbe.

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The Interim Dean welcomed the Chairs to the first official meeting of the year. He announced that Bettye Elmore of Psychology has agreed to Chair the Department of Native American Studies for the fall semester and also introduced the new Chair of the Department of Music, Eugene Novotney.

#### **MINUTES**

The Minutes of May 10, 2007, were approved as submitted.

#### **COMMITTEE REPORTS**

##### **Budget**

The Committee will have its first meeting next week.

##### **Computing & Technology**

The Committee will have its first meeting as soon as an election is held and membership has been determined.

##### **Curriculum**

No report.

#### **ANNOUNCEMENTS**

##### **English**

Bennett thanked the Interim Dean for saving the Writing Center. She announced that the department has an emergency hire to teach Linguistics courses who may be able to teach in several other disciplines. For more information, please contact Bennett directly.

##### **Census**

Monday, September 17 is census for Fall Semester. Students must be enrolled in classes for the departments to get the FTES. For departments where courses are offered at 4 units for majors and 3 units for non-majors, Chairs were urged to make sure their faculty have determined that students have signed up for the proper number of credits. Requests to add units will not be signed after census.

### **CSU International Opportunities for Faculty**

Chairs received copies of an informational brochure from the CSU regarding faculty opportunities as resident directors for international programs as well as information on Wang Faculty Stipends. They were asked to share the information with their faculty.

### **Scheduling for AY 08/09**

A draft timeline for 08/09 scheduling was submitted to the Chairs. The draft was already vetted to the ASC/ASAs at a recent meeting. If Chairs have any concerns or questions, please address them to the Interim Dean immediately. Chairs should plan on scheduling Summer 2009 during these meetings as well. A discussion of summer semester will be put on an upcoming Chairs' agenda.

### **Computer Refresh**

The Interim Dean reported that in the next two years Microsoft will stop supporting the XP operating system. It is also anticipated that a new OS will be issued for the MAC platform as well. This will put a real crunch on the refreshment of computers and the planning for this needs to begin this year. This item will be put on a future Chairs' agenda.

### **08/09 Searches**

The Deans are meeting with the Provost to discuss 08/09 searches soon. Information will be distributed on searches granted as soon as it is released.

### **Security**

A major piece of equipment was stolen from the JVD recently. Departments were urged to be vigilant and keep items locked down and/or cabled to prevent theft.

### **BSS Building**

Chairs were asked to keep emailing reports of problems with the BSS Building to the Interim Dean. The college will help where it can, but also needs to stay on budget. Classrooms are the first priority for funding.

### **Request From the Interim Dean**

The Interim Dean would like to learn more about individual disciplines. He asked Chairs to send him any documents or other information they might have regarding their departments.

### **Elections**

The latest draft ballot was distributed to Chairs. There are still vacancies on the Personnel Committees and an election cannot be run until those slots are filled. Chairs were advised that faculty cannot serve on two levels of the RTP process and many departments did not have faculty to serve. The Interim Dean advised that if faculty do not come forward, a draft will occur among eligible faculty.

### **CAHSS TRAVEL POLICY**

Discussion returned to the CAHSS Travel Policy, which had been an agenda item from the Chairs' Retreat. It was generally felt that Recommendation A was fine, B would need discussion, C required clarification that monies are distributed based on funding available any given year and D is fine as written. Of concern to most Chairs was the

80/20 split discussed in item 3.g. of the current CAHSS Travel Policy. **M/S:** to remove the percentage split from the CAHSS Travel Policy. Many Chairs wanted a better definition of program travel and felt that mandated field trips with students should not fall under the program trip category. Others felt that faculty development should be a higher priority.

### **DAVE BUGBEE - FIELD TRIP FORMS DISCUSSION**

Dave Bugbee, Director, Contracts and Procurement, joined the Chairs to discuss the Field Trip Liability Form Requirements. Chairs had many questions on what constitutes a field trip and what doesn't fall under these requirements. Bugbee appreciated the work of the College in putting the forms to use. The policy has been in effect for 2 years but is not being followed consistently campus-wide. Chairs had questions and situations specific to their departments which they posed to Bugbee. Electronic signatures are not acceptable at this time, service learning courses are not field trips, nor are internships. Chairs suggested Bugbee develop a website that addresses the types of field trips and which forms are to be used. Anything which can automate or assist faculty in the process would be appreciated.

The meeting adjourned at noon.  
KPA:lh