

*College of Arts, Humanities and Social Sciences*

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

**December 6, 2007**

*For approval on February 7, 2008*

Attending: Ken Ayoob, Harry Wells, Joe Leeper, Rosamel Benavides-Garb, Bernadette Cheyne, John Meyer, Susan Bennett, Joanne Berke, Michael Goodwin, Armeda Reitzel, Mark Larson, Bill Herbrechtsmeier, Eugene Novotney, Kim Berry, Mary Scoggin, Judith Little, Bettye Elmore, Judith Wyland (recorder)

**Minutes:** The minutes of Nov. 8, 2007 were approved as submitted, with 2 abstentions

**Guest Presenter:** Amde Hamilton, Watts Prophets

Mr. Hamilton talked about a Conference on World Affairs held jointly by the University of Colorado and the City of Boulder in which he was a participant and held in recent years. A highlight of the conference was that participants were actually housed with community members allowing for sharing of ideas and beliefs. Participation in this event sparked the idea for sponsoring a similar venue in Humboldt County. Mr. Hamilton's vision of the potential festival is to draw artists worldwide in the arts of poetry (letters), film, music. He was, however, very clear that participating planning members would decide the scope of participation.

He indicated that President Richmond appears to be taking the lead, and that HSU would likely issue the invitations, and both the City of Arcata and Chamber of Commerce would be asked for involvement. He would entertain involvement from the local high schools, also From those who have thus far met to discuss the festival, the theme would be based on environment, which Mr. Hamilton described our locale and the redwoods as being "ancient, and the oldest living antennae on Earth."

*Faculty suggestion:* That poetry would be the starting place, as "The Word," and then there would be the ability to integrate other art forms.

*Amde's response:* "I hear the need to embrace all forms, but it (the scope) needs to be narrowed down at least until next time."

*Faculty suggestion:* a) Look to other festivals for ideas, e.g. Snake River.

b) We could possibly link courses to the event.

c) Limit it to "The Environment"? We need to better understand what that might involve or mean.

*Amde:* gave examples of how that might be strengthened.

A sign-up sheet for those interested in planning was circulated. Ideas should be forwarded directly to President Richmond.

## **ANNOUNCEMENTS:**

### **Academic Senate:**

1. The ad hoc budget review failed its deadline for campus-wide review. The committee is discovering a common thread of consensus of issues.
2. Syllabus policy update: It is federally mandated that assistive technology be ready by 2012 for vision, hearing and other learning disabilities, or there will be a loss of federal funds.
  - a. Held a first reading of proposed policy
  - b. Trying to discover likely problems

**Budget:** There is a question of how to identify the projects to each \$6,000 allotment. It was suggested that wording be added “to be spent on prioritized projects.” Interim Dean Ayoob will review the Budget Committee recommendations and notify departments about their allotments.

*Question:* Do we want an ad hoc group to form guidelines for temporary help allocations?

*Answer:* Yes. Armeda Reitzel, Joanne Berke, and Bernadette Cheyne will meet early next semester to try to formulate draft guidelines.

*Question:* What is the formula/plan for funding of equipment? The Dean responded that CAHSS allocates OE to departments by formula while the other colleges hold those funds more centrally. Departments can spend OE money on equipment if they choose. It is hoped that an improved University Budget process will make more money available.

### **Curriculum Committee:**

Wrote a report about the existing German program, as part of the ad hoc elimination process. The summary report focused only on curriculum; voted to retain. They have passed their recommendation on to the Dean and UCC.

The Dean will also make a recommendation and forward it to the Academic Senate Executive Committee, Provost, CAHSS Council of Chairs and the Department of World Languages and Cultures.

### **Technology:**

Recommended a triage/cascade approach to computer lab refresh.

Laptops are now being offered as “standard” options because the price has dropped so much. If faculty want more than standard options, the department must pick up the costs. It was also suggested that the department buy a carrying case. In case of loss or breakage, replacement would follow the refreshment schedule. In the meantime, something from inventory would be offered.

It was discussed and noted that refresh with new computers should be for fulltime faculty with the need to revisit the practice of refreshing FERPs and that the refresh schedule needs to be put up as a link on the College website. It was also suggested that the refresh memo should be sent only to those faculty up for computer refresh (not cc: others), or at least there should have been some explicit wording to that effect. The Dean will work with the ITC regarding what reports should be sent and to whom.

**Associate Dean:**

1. The College is almost equal to last year in summer session projected FTES
2. Used same strategy for planning number of courses by filling courses at max based on number of filled seats the previous summer .
3. There is no separate summer budget. This led to discussion about utilizing distance learning for summer for cost savings and filling up FTES. The Dean asked Bill Herbrechtsmeier to make a report regarding the idea of using more distance learning classes for improved summer enrollment to the Provost's ad hoc committee on distance learning.
4. Departments were thanked for submitting their field trip forms and reminded that field trip forms need to be submitted for the Associate Dean's signature *prior to* the trip's occurrence.
5. Nominations from the College for an ad hoc committee are needed for RTP per a recent email from the Academic Senate. Harry Wells to re-send.

**Dean:**

1. Thanks were offered for keeping the department budget meetings succinct.
2. OAA budget retreat will be held in January.
3. The compact with the Chancellor will probably still hold next year even in the face of the predicted State budget deficit.
4. The Dean will call a meeting next semester regarding equipment and other needs required for BSS completion. Chairs and ASCs will be invited for input.
5. The Chancellor has set a target enrollment of 7,205 for 08-09. Our 07-08 target was 7034 but our best guess is that our actual FTES will be 7189. Projection for 08-09 actual FTES is 7550 or more. There is a question of how much will actually be funded.
6. Admits should be ready next month. Ken will send out information to departments.
7. Thanks were offered to departments sending copies of departmental meetings.
8. Scanning of student evaluations are being done in the Dean's office this semester; we will determine whether or not it can be done by department office support staff in the future.

9. Spring HOP dates have been announced—February 17-18. 400 are anticipated.
10. Professional Diversity workshop—please encourage faculty to attend. Question and discussion ensued.
11. Items for action in the Council of Chairs for next semester: WASC; RTP process must make deadlines; budget; BSS wrap-up; college handbook; travel policy; temporary help requests; position requests—should have better timelines; moving college toward 3 class full time faculty loads while maintaining FTES/SFR. Dean would like to move toward policy and away from individual agreements when possible.