

College of Arts, Humanities and Social Sciences

**Minutes of the CAHSS Council of Chairs Meeting
February 7, 2008 – Corrected**

For approval on February 21, 2008

(Presented at Feb 21 mtg and approved with corrections;

Action/Discussion Items #3 and 5 c1 in this corrected draft changed accordingly)

Attending: Ken Ayoob, Harry Wells, Judith Little, Mary Scoggin, John Meyer, Joanne Berke, Michael Goodman, Bernadette Cheyne, Mark Larson, Eugene Novotney, Michael Eldridge (for English Chair, Susan Bennett), Rosamel Benavides-Garb, Armeda Reitzel, Joe Leeper, Steve Jenkins, Judith Wyland (recorder)

Minutes: The minutes of December 6, 2007 were approved as submitted.

ANNOUNCEMENTS:

Interim Dean

1. Scantron evaluations will be processed by each department. Departments can ask for many specialized reports within Scantron.
2. Spring Preview—the Dean was asked to try for Friday for new student advising. Dean was asked to communicate to HOP, Preview, Higher Ed Day, etc., that all notices/requests for lectures or workshops by faculty be disbursed in the same communication (email, memo, etc.) to facilitate better tracking.
Dean was requested to look into summer dates that PeopleSoft component will be up and running, and how those dates will affect advising for Fall '08.
3. Work on the College handbook has begun. It will be delivered to Chairs in completed segments for adoption, rather than the entire book at one time.
4. Higher Education Day—more presenters needed.
5. Enrollment funding—as yet unclear.
6. Ad Hoc Temporary Help Guidelines Committee—Joanne Berke and Armeda Reitzel will work together; Bernadette had to decline—too many other commitments.
7. All remaining monies will be rolled over to next year. There will be no funds for “big ticket” items at the end of the semester, including covering the remaining BSS equipment needs.
8. Summer Arts—Chairs asked by Mark Larson to submit course proposals.

Other Announcements

1. On campus tonight is the National Teacher of the Year 2007, Andrea Peterson, a music teacher at Monte Cristo Elementary School.

REPORTS:

Associate Dean

1. Commencement meetings have already begun. Departments are asked to provide the names readers ASAP.
Graduate coordinators have a deadline to file or their names will not appear in the Commencement program.
There will be only one speaker at Commencement, who will be engaged for the entire University.

- Associate Dean was asked to look into a way for faculty/departments to have input in determining future speakers, since Colleges will no longer have their own speakers.
2. Reminder that field trip documents are due in the College office *before* the trip occurs.
 - a) The medical release form has an error. It should read “students *under* the age of 18 must have signature of . . .” The document currently reads “students 18 or younger. . .” The office of Risk Management has been apprised of the need for correction.
 3. GE Area C and D—Associate Dean and Assessment Coordinator Judy Little will be meeting with individual departments to review the assessment tools departments develop to evaluate the second outcome (Area C). The CCC is currently reviewing revision of Area D objectives and learning outcomes. Area D courses will be assessing the first learning outcome in a trial run this semester.
 4. Chairs were reminded that in addition to assessing GE learning outcomes, they must also be assessing their program’s learning outcomes.
 5. WASC: the framework of our WASC review is data-based decision making--determining the extent to which we are accomplishing our educational goals, through assessment of outcomes, including coursework, budgetary processes, etc.—“how are we doing?” They will be looking at cross-course disciplines, learning outcomes, and what is the evidence of tangible results with our graduates.

Academic Senate Committee:

1. Passed a resolution making minor changes to Appendix J
2. Fixing perpetual calendar
3. Ad hoc review—grade analysis
4. ATI resolution on course syllabi—on the Senate website
5. Prioritization Committee will present updates on the process and timelines on February 12
6. Looking into changes to email and MeetingMaker
7. RTP criteria—call for ideas

Budget Committee: (nothing to report)

Curriculum Committee: (Associate Dean reporting in absence of Kim Berry)

1. Suspension of Minor in Public Administration. Approved; seconded
Discussion, asking for better/fuller coordination at the University level in the development of new programs
2. Change in Water Resources Policy Minor. Approved; seconded

DISCUSSION/ACTION ITEMS:

Interim Dean:

1. The computer refresh format is being revised to make it easier to understand. Discussions are underway with Megan McKenzie; from there, the list will go to the Computer and Technology Committee. When finished, it will be up on the College website.
It was asked that the list defines the type (name) of computers, i.e. Dell, Gateway, etc.
2. Emergency ID cards—the Interim Dean, at the behest of the Chancellor, will submit a list of persons needing cards for access to emergency sites.

Consensus of Chairs to issue cards to: building/floor coordinators, technical crews of Theatre, Film and Dance and Music. Rosamel asked that his name also be included as Chair.

List will be forwarded to the Provost.

3. Incoming Faculty Orientation: discussion centered on #3, "*Count new faculty members' participation in the NFO seminar as most or all of their collateral duties for that first semester.*"

Faculty, in consultation with Department Chairs, determines what amount of participation is appropriate.

4. Library funds apportionment (\$7,500 for College) needs clarification. Some departments have been approached by Martha Johansen, who asked for their lists with a spending cap of \$400. Dean Wang has given other information. Ayoob asked to seek clarification.
5. Budget: Outlook is bleak. Provost says there must be some reduction in order to get through, i.e. loss of lecturers. CAHSS is \$260/460 thousand in deficit. The figure is in flux depending on excess benefits. That figure *does not* include the \$108,000 augment for GE.

Provost is looking at initiatives to guide us through the troubling budget times, to wit:

- a) Move remediation in math and English to College of the Redwoods, with the intent that HSU faculty would continue to teach, and courses would be held on this campus.
- b) Making proposals to the UCC for changes in GE (must first go to CCC).
Some disagreement from Chairs with this proposal, centering on what courses would be lost. Discussion was emphatic that there would likely be a negative impact on the social sciences, especially in the foreseeable future.
Questions arose about "bumping," bringing out the realization that any savings would be in laying off lecturers. Ayoob was requested to ask that monetary figures be attached to each cut, as the discussion revealed a myriad of considerations that need to be addressed in order to determine *actual* cost savings.
- c) Course reductions: Departments have to target cuts, as decided by vote in previous Chair meetings.
 1. The Dean instructs the Chairs to review courses that could be cut for next year *only*.

Meeting adjourned