

*College of Arts, Humanities and Social Sciences*

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

**March 6, 2008**

*For approval on March 13, 2008*

Attending: Ken Ayoob, Interim Dean, Harry Wells, Associate Dean, Mary Scoggin, JoAnne Berke, Armeda Reitzel, Susan Bennett, Joe Leeper, Noah Zerbe sitting in for John Meyer, Michael Goodman, Mark Larson, Eugene Novotney, Steven Jenkins, Judith Little, Susan Logwood sitting in for Bernadette Cheyne, Kim Berry, Rosamel Benavides-Garb, Judith Wyland (recorder)

**Minutes:** Approval of the minutes of Feb 21, 2008 was tabled until March 13, 2008

**ANNOUNCEMENTS:**

**Interim Dean—**

1. Provost Council—World Languages and Cultures, Sociology, and Government & Politics will be receiving a letter from the Provost about one time money Program Review allocations and other recommendations concerning their programs.
2. Position Requests—there will be very few next year. The Dean's view is that requests will be held to a criteria of "dire need." Dean to distribute criteria that is usually used in the college.
3. Travel authorization and claim timelines—departments asked to submit requests three weeks prior to travel (according to a memo from fiscal affairs) and ensuing claim within 30 days or there will be no reimbursement to the department. A conflict in timelines for the authorization was noted; Dean's office to seek clarification.
4. Summer Arts week information session for interested students begins next Thursday, March 13 with a kick-off pizza lunch in NHE 106.
5. Syllabi. Template is being developed for all course syllabi by the Academic Senate.
6. Volunteers are being sought to work with lower-division major alignments with community colleges. This involves English, History, Philosophy and Government and Politics.
7. **UCC nominations** were forwarded to be placed on the General Faculty Ballot: Benjamin Marschke and Sharon Butcher.
8. **College elections**—Call for nominations (all College committees) will be sent out next week to the listserve and Chairs, with nominations due to Judy / Dean's office by March 28. Ballots will be sent out Friday, April 4 and counted April 14 in order for new Senate representatives to be seated at the last Senate meeting of the year, April 29 (or May 13).

**REPORTS:**

1. **Academic Senate**—a "Bill of Particulars" was presented to the President. The Executive Committee will create a "message package" to take to the President.
2. **UCC**—UCC approved a recommendation from the Provost Council that a process be set up that enables departments to demonstrate that they are meeting upper division GE requirements in areas B, C & D with major course work in those areas. UCC is still deliberating on other possible GE changes and will forward their recommendations to the Education Policy Committee of the Academic Senate.

Discussion followed primarily focused on whether or not “we are changing the culture of GE.” Concerns were voiced that the University would not be able to predict the full impact before making these changes and urged caution in making these kinds of changes. Response was that questions of specific impacts are not answerable before implementation due to unanswerable factors, like how many departments will pursue this, etc. General trends, like fewer GE sections being necessary, are predictable but not the specific number can be known.

3. **RTP standards**—A committee was assembled and working on the standards submitted by departments.
4. **Areas C & D**--All instructors have been contacted by the Committee (excepting those attending the GE area assessment meetings) to meet and look at their assessment “instrument.”
5. **WASC II: Ensuring Academic Excellence for Underrepresented Students.** The Committee is following up with meeting departments that were involved in the process last year, reviewing reports and forming strategies with specific recommendations toward implementing one to two additional best practices. It is likely two to three departments in CAHSS will be contacted to begin their process of self-analysis using the WASC II packet of data. These departments will be given a sheet describing how to go about accomplishing this analysis in a step-by-step manner and a 2-person team from WASC II will be assisting them.
6. **Budget**—Final budget depends on the Governor’s final draft, due in May. As of now, the College budget is close to being in balance due to cutbacks made in several areas (including summer, and some course cuts for next fall and spring). English remediation was also restructured resulting in savings. Overall we can expect that the University budget will be “bad” for the next couple of years. On March 24 there will be a campus-wide meeting to learn about advocacy for a better CSU budget.

Budget reductions afforded by the new method of offering English remediation courses was explored. Susan Bennett offered that there will be a savings by creating heterogeneous grouping, with ENG 100/100A blended classes all enrolled at 25 while the remedial labs will stay at 18. Additionally English Graduate Students will be working for credit to learn how to tutor students which reduce student assistant expenditures. Taking the course will also qualify grad students to teach English 100 courses.

7. **Technology & Computing**—Anna Kircher will be contacting building coordinators to conduct telecom tours; any Ethernet ports not currently in use will not be considered for refresh by the Chancellor. Anna will also be talking to Chairs to inquire about computer services, priorities, and standards for software.

Committee is working on a description of the cascade effect for replenishing labs. The Committee is proposing not to replenish faculty systems for a year in order to facilitate refreshing of departmental computer labs.

**DISCUSSION/ACTION ITEMS:**

1. Government and Politics request to make C- a minimum grade for successful completion of any major course (degree requirement change). Motion, second; passed unanimously
2. Proposed changes to Area D Goals. Motion, second; passed unanimously. (NOTE: Vote refers to wording of revised Area D document, and the “friendly amendment” of the **CCC** memo)
3. Anthropology self study was deferred to March 13 meeting. (Comment: Kim Berry, CCC representative on Council of Chairs indicated that a self study document is final in its copy to the College Curriculum Committee. Any comments by the Committee are made in the proposal record and any additions by the department in response to the CCC or Council of Chairs should be made as addendums to the self-study document.)

**Meeting Adjourned**