

*College of Arts, Humanities and Social Sciences*

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

**May 1, 2008**

*For approval on May 8*

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

**Minutes:** The minutes of April 17 were approved as submitted, with 1 abstention

**ANNOUNCEMENTS:**

***Interim Dean:***

- ***Commencement*** – Ken will send out a memo to faculty reminding them that May 17 is a work day, and urging them to attend the commencement ceremony.
- ***Barbecue*** – May 18, 2-5 p.m. was set for the barbecue for chairs hosted by Ken. Spouses, significant others and children are all welcome.
- ***Adding items to the agenda*** – Chairs welcomed to submit agenda items either directly to Ken or to Judy via email. There is no selection process; all will show up on agenda as time or timeliness permits.
- ***Position requests*** – No word yet from the Provost on this topic. Ken expects movement soon on the requests.
- ***Travel*** – Chairs reminded of the University commitment to Delta Airlines for any travel to the eastern states, and to book through Giselle's. Ken to write a memo to faculty about this, and about how to process charges in excess of the \$500 limit.

***Interim Dean:***

- ***End-of-year reporting reminder***--Please refer to email sent by Harry for topics to be reported. College deadline is June 2.

***Academic Senate:***

- Chairs advised of the resolutions passed; President will soon announce his budget recommendations.
- Mark Larson advised of contradictions and need for clarity on the General Faculty ballots.

***Other:***

- Flyer for Saturday performance of Gamelan group were handed out, and an encouragement to look at the numerous upcoming musical performances featured on the Music Dept website.
- TFD chair announced the student 10-minute plays performance this weekend, and other upcoming events.

## REPORTS:

### *Interim Dean:*

- **Excess Enrollment Policy**—the deans have discussed the increase in the minimum numbers for this policy—whatever is decided will become OAA policy.
- **Elections**—Loren Canon was offered as a second nominee for the balloting to fill the 2-year term remaining on Faculty Senate. Ballots will go out on Friday for voting next week. *On the same ballot* names were given for the three nominees to choose the College representative to the search committee for the Dean of Research and Graduate Studies: Mark Baker, Gov't & Politics; Sing Chew, Sociology; and Mary Glenn, Anthropology.

### *Committees:*

**Budget**—a summary sheet of Budget Committee recommendations for temporary help allocations was handed out explaining how recommended allocations were determined. The full spreadsheet with specific unfunded items listed was requested by chairs; the Associate Dean will send this out electronically.

### *Curriculum—*

- **Soc 376** Geographic information systems for the social sciences; motion, seconded, approved\unanimous.
- **TFD 531, TFD 533** Deleting prerequisites, and change course description for TFD 531; motion, seconded, approved\unanimous.
- **Criminal Justice Minor** degree requirement change; motion, seconded, approved\unanimous
- **Syllabus Template**—is very close to release. The new templates are designed for content, specific to Area C, Area D, and major courses. All Area D and Area C courses must follow these templates for Fall, 2008. Directions for making the text accessible will be given at the bottom of the template. New course syllabi and materials are required to be accessible by Fall, 2008. All course syllabi and materials are required to be accessible by 2012.

**Technology**—The committee has received two new requests which they will consider in the cascade plan. A recommendation will then be forwarded to the Budget Committee.

## DISCUSSION/ACTION ITEMS:

### *Interim Dean:*

**College organization:** A discussion will be taking place in OAA about the possible reorganization of the colleges, and the organization and administration of departments. Handouts were distributed.

***Program Prioritization and the College Review Process***—An evaluation process will be initiated once the criteria is set and reports are completed. Discussion led to the following requests to be delivered via Ken to the Interim Provost: 1) chairs want assurance now that all the work they are being asked to do is indeed functional to the final decisions by the President/Administration; 2) the criteria must be setup to allow integrity of comparison.

***Personnel Committee Draft***—Chairs will consult with their faculty whether to: draft representatives now or in the fall. Other possibilities include: change by-laws to form two, 3-person committees with no floating chair (CNRS model) or, to have no college personnel committee and forward files directly to the UFPC. Chairs asked for further discussion at May 8 meeting.

**FUTURE DISCUSSION ITEMS:**

- By-laws
- Travel Policy
- Fundraising ideas