

Minutes: The minutes of October 25, 2007, were approved as submitted.

ANNOUNCEMENTS

Chairs

There will be no Council of Chairs meeting on November 15.

Visiting Scholar

Dr. Weichi Zhou will be on campus next week as part of International Education Week. Information on Dr. Zhou's presentations was distributed to the Chairs.

Summer 2008

Summer templates have been completed and a draft schedule will be available soon. Number of offerings will be similar to last year.

Kay Kang

A reception will be held this evening in the Reese Bullen Gallery for Kay Kang. Information on the exhibition was distributed to Chairs.

Geography

Tony Rossi and students who participated in the Tibet Study Abroad Program will be doing a presentation next Tuesday in Founders Hall 118.

Kite Runner

Bennett reported that the debut of the movie, *The Kite Runner*, was a big success.

COMMITTEE REPORTS

Academic Senate

The Senate will be reviewing the proposal for the German Program Elimination in mid-January. Discussion of a no confidence vote occurred at the meeting as well. The charge to the Prioritization Committee may be made after the Provost meets with the Provost's Council. Discussion regarding HOP was held at the Senate meeting where it was announced that six HOPs have been scheduled for this summer. CAHSS Chairs were extremely unhappy with the number of HOP sessions and wondered why this was done, when last year several complained to those who run HOP about the number of sessions held. They were assured that faculty would be

consulted this year. Wells indicated that his understanding is that certain Colleges will be at particular HOP sessions. Thus, departments will not be required to be represented at every HOP session.

BUDGET

A recommendation of the Budget Committee was distributed to Chairs regarding special budget requests. Little explained the Committee's reasoning for the recommendations. Given that several requests under special budget in the past were moved to the "programmatic" category with the money following those requests from special budgets, a bit over \$2,000 was available while there were over \$110,000 in special budget requests. M/S: To accept the recommendation of the CAHSS Budget Committee. The motion passed. Regarding the temporary help requests, the Committee was frustrated with office coverage requests and asked the Chairs if they would like the Committee to develop some guidelines for appropriate office coverage. Due to time constraints, this discussion concerning developing guidelines for appropriate office coverage will be taken up at the next Chairs meeting on Dec. 6. The recommendations for distribution of Lottery Funds was distributed to the Chairs. Little reviewed the information with Chairs who were not convinced that splitting the monies as recommended by the Committee was the best plan. M/S: To send the recommendation back to the Budget Committee to determine the impact on student learning of the requests. The motion passed.

COMPUTING & TECHNOLOGY

The Committee is working on a cascade policy which would allow computer labs to be refreshed with older computers who were part of the refreshment cycle. The Committee will be recommending three scenarios to the Dean and it is expected this will occur on a yearly cycle.

CURRICULUM

Theatre Film & Dance – Major Designation Change Proposal
Changes the Degree Designation to more precisely reflect the area of the student's specific concentration. The Committee recommends approval.
M/S: To accept the recommendation of the CAHSS Curriculum Committee.
The motion passed.

German Major Elimination

The CAHSS Curriculum Committee has been asked to make a

recommendation on the elimination of the German Major based on the Academic Senate procedures for ad hoc program review within the program elimination process. These procedures do not specify the criteria for the Committee to use nor do they provide guidelines. The Committee's duties are curricular, yet they believe the reasons used for elimination of the major are budgetary and seek guidance from the Chairs as to how they should proceed since the curriculum committee is a subcommittee of the Council of Chairs. Chairs believed that the Committee's purview was curricular only and thus they should review the German Program's strengths and weaknesses and any changes in the past few years. They suggested the Committee could review the latest Program Review but stay out of any other non-curricular areas. What the Committee is not considering is also important to indicate.

FACULTY EVALUATION SCANNING PROPOSAL

Anna Kircher joined the Chairs to discuss a procedure to centralize the scanning of faculty evaluations which will be implemented this semester campus-wide. Previously, all Scantrons and evaluations were sent to the ITS Office for scanning and reporting. Often it could take months for evaluations to be processed and returned to departments. Barb Duca of CNRS found a software package – Class Climate – which appears to suit the needs of this university and would take ITS out of the process. Each college will have a scanner system which will process their departments' evaluation which are turned into electronic files. The process is being tested this semester and Chairs gave their input on the forms, processes and any concerns they had with the plan as outlined.

The meeting adjourned at 12:00 pm.

HLW:lhbm

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