

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of September 27, 2007
Approved October 11, 2007

Present: Ayoob, Benavides-Garb, Bennett, Berke, Berry, Bronder-Lewis (recorder), Cheyne, Elmore, Goodman, Herbrechtsmeier, Larson, Leeper, Little, Meyer, Novotney, Reitzel, Scoggin and Wells.

MINUTES

The Minutes of September 13, 2007, were approved as submitted.

COMMITTEE REPORTS

Budget

Little reported that the Committee had met with most of the Chairs regarding their requests and hoped to finalize their recommendations by next week. There were more requests than funding for temp help and work study.

Computing & Technology

Leeper reported that the Committee met with the ITS officers regarding recent upgrades to Moodle, the campus security officer and student privacy issues due to Banner functions being replaced by CMS. College refresh problems were discussed because some departments are not following policy in this regard. Faculty and student needs will have to be addressed. Chairs discussed the 2008-2012 compliance requirements with ADA and PDA access for the library. Ayoob stated that this is being addressed at the system level. Discussion of access issues, not content issues. Discussion that these requirements are resulting in an inferior mode of instruction in closing down web sites. Suggested that the Education Council Policy Committee be contacted, as well as Anna Kircher. An email regarding disposal of discs, etc., was distributed this morning.

Curriculum

Music 102

Berry reported that the Music 102 proposal of Area C was well done and the Committee recommends approval. **M/S:** To accept the recommendation of the CAHSS Curriculum Committee to approve the proposal. The motion passed. Discussion followed that the course is designed to rotate with other courses, likely every two years, and that it will broaden the offerings.

Government and Politics – Legal Studies Certificate

Berry stated that the committee has received eight responses and are still missing responses from Psychology and Business. At this point nine of the eleven departments have approved deletion. **M/S:** To accept the recommendation of the CAHSS Curriculum Committee to delete the Legal Studies Certificate. The motion passed.

ANNOUNCEMENTS

English

Bennett announced a speaker on October 11 and that she had electronically sent the flyer regarding the author. Bennett expressed concern regarding a letter about a course in English being eliminated from Environmental Science. Philosophy as well as Communication received the same letter. Bennett protesting that it is the only writing course students take and that she is tired of hearing that students cannot write in their content area. AyooB asked that Bennett draft a letter addressing concerns with copy to him as well as Dean Howard. Meyer stated that this is going before the CNRS college curriculum committee and that a lot was left on the “cutting table” and Meyer, et al, are trying to initiate an Environmental Studies Major.

Assessment

Little stated that she is trying to meet with every department chair or an assessment liaison. Her goal is to contact everyone by the end of the week.

Art

Berke announced the faculty and staff exhibition is up and invited everyone to come by.

Field Trip Forms

Wells reported that he has been working with Herbrechtsmeier, as well as Anna Kircher, in navigating the risk management concerns with appropriate forms. It is hoped by the end of the week a roster with emergency contact information will be able to be generated via Banner for one day field trips.

Music

Novotney announced that the concert dedicating the new organ that was donated to the department will be held Saturday evening. The ‘anonymous’ donor will be at the concert.

Bennett stated that she and Novotney were invited to meet someone new in the community, Anthony Hamilton, who is an original rapper post Watts riots. There are plans to schedule an annual poetry/music festival. Mr. Hamilton is willing to speak to classes if faculty are interested.

Summer Committee

AyooB asked if we needed a summer committee and the response was no. AyooB also stated that if Chairs want to invite people for presentations to let him know for scheduling into a future agenda. It was suggested that Mr. Hamilton be invited for a presentation.

Lottery

Ayoob stated that if encumbrances are not used by the departments then the Dean's Office will pull the funds two weeks earlier than the OAA deadline.

Natural History Report

Passed around for everybody to review.

Council of Deans

Ayoob stated that they are looking at a timeline of budget and augmentation of funds for new enrollment and whether it should be on base plus new growth and that a strategy is being worked on. Ayoob stated that next year we will have more juniors and we will need to plan on majors that may be growing as well as upper division general education due to the increased freshmen growth. Larson stated that there was a 10 percent increase in juniors in our college this year. Ayoob stated that Val Phillips is working on the CAHSS handbook and is looking for 2-3 chairs to assist. Goodman and Cheyne volunteered.

Academic Senate

Goodman stated that since we have the chair of the Academic Senate in our midst, it might be helpful if the Chairs could get regular updates. This will become part of the committee reports.

CCAT

Meyer announced the grand re-opening of CCAT this Saturday at 3 p.m. and all are invited.

Enrollment

Ayoob distributed a handout of enrollment figures that were provided by Mike Reilly. Ayoob stated that it was pretty straight forward; we have a record class of freshmen this year although it was not quite as large as anticipated. Transfer students increased by 15 percent. Discussion on the publicity of 15 WTU and juniors and seniors taking less units. Leeper stated that we need to make more of a presence with College of the Redwoods as they are our feeder school, we need some type of teaching agreement, etc. Benavides-Garb asked about the number discrepancy between freshmen and seniors. It was stated that a freshmen has that status for one year while a student may be a senior for two to three years as they complete requirements. Wells stated that the retention rates on students of color had dropped, which was disappointing. Part of the work of WASC II was the identification and implementation of best practices for retention of underrepresented groups. He mentioned that WASC II team members are happy to work with individual departments in improving their recruitment and retention of underrepresented students. It was reported that freshmen inquiries are way up this year. Herbrechtsmeier asked why we do not include secondary majors and it was stated that we do not get any funding for secondary majors. Herbrechtsmeier stated that in terms of measuring the health of a program, it is very important and Ayoob replied that it could

be, but perhaps the program would need to be identified differently. Benavides-Garb stated that Herbrechtsmeier's point is very important and that we've downplayed historically and this needs to be revisited. Could this information be provided? Goodman stated that this will be important when Provost Snyder's long range document happens. Ayoob distributed retention statistics of first time freshmen and stated that if a department falls below 80 percent it could be cause for concern and would like chairs to discuss this with their departments. It was discussed that 80 percent is the CSU average and the question was asked why we would care what the CSU average is? Ayoob stated that he felt it is not an unobtainable goal. Wells stated that he has resources available on retention and to contact him with concerns and questions. Novotney stated that the sum at the bottom of the page seems to be the most important number which is pretty close to the 80 percent goal. There was a comment on the "unknown" category and "other" concerning ethnicity of student body and this is being worked on for the future.

Academic Senate Representative

M/S: To appoint Loren Cannon from Philosophy to serve as a CAHSS Academic Senate representative for one year in place of Ayoob. The motion passed. Cheyne stated that she has no problem with this, but did know that they were looking at Snyder as interim for two years and feels that Ayoob would be in interim position as well for that two year period. Larson stated that there must be an election next fall if this is the case.

TRAVEL POLICY

Appendix W in Faculty Handbook has been amended. Because Appendix W is referred to in the CAHSS Travel Policy, at Section 7.e. and Section 9, those sections must be deleted. **M/S:** To delete those sections from the Travel Policy. The motion passed.

Chairs returned to the motion which is on the table eliminating the 80/20 split between professional and program trips. **M/S:** To eliminate the 80/20 split. The motion was defeated.

Little stated that \$500 travel is just not enough and that she would like to see the college commit to junior faculty and give them \$1000 (example) and senior faculty not take travel funds, but instead use it as a write off on taxes. Ayoob stated that \$60,000 is the possibility this year versus \$40,000 last year and that the current policy is for the dean to approve funding for individuals. Cheyne stated that it is not reflected in the last two sets of minutes about removing the cap of \$500, therefore no vote was taken. Ayoob stated that there was discussion and recommendation to leave the amount blank as the amount could vary and apologized for the misunderstanding. Wells stated that he did not feel the limit could be open unless you have criteria set to fund requests, and that he likes the idea that the \$500 could be used for whatever needed, i.e. registration, travel, etc. Meyer stated that when he originally proposed change that the current language states \$500 or commensurate with budget, but could go over \$500 but not allow ambiguity of funds. Herbrechtsmeier stated that he is sympathetic with what Little

stated, and that a range of criteria needs to be discussed. Little stated that we should keep on the agenda for this year so funds could be distributed now, but further discussion is necessary.

The following items from the Ad Hoc Travel Policy Recommendations were addressed individually:

M/S: To accept Recommendation A of the Ad Hoc Committee's report. The motion passed.

Discussion of prioritization and whether it should be by each department or college wide. It was stated that if we follow the policy where the dean allots funds to individuals who request them, then this policy is not necessary. Benavides-Garb stated that he advocated sending the travel funds to the individual departments as this would eliminate this discussion each year and that we just need to find the right formula. Ayoob stated that doing so means that the RTP needs of the people without tenure are not protected as a college, but is dependent on the departments' choices. Berry motioned to reject section B which is in direct opposition of Benavides-Garb. Goodman asked if the grounds were parentalistic and Herbrechtsmeier stated that the substance is to go with the current policy. Bennett stated that she would like a policy to "hide" behind the shield of the policy and wishes she could vote for Benavides-Garb proposal because he is correct philosophically, but she needs a policy. Berke stated that their department has an executive committee that makes these types of decisions and not one person is making the decision. Goodman stated that the departments have the right and the responsibility to make these decisions and that these hard discussions have to happen. Meyer stated that if we vote to reject section B we would vote status quo and how it has been handled in the past except for last year. There seems to be no consensus in an overhaul of this policy. Herbrechtsmeier stated that the potential for abuse runs both ways and that there is structural problem with the policy and that Benavides-Garb's argument is compelling.

M/S: To reject Recommendation B of the Ad Hoc Travel Committee's Recommendations. The motion was defeated.

The meeting adjourned at noon.

KPA:tbl