

College of Arts, Humanities and Social Sciences

Minutes of the CAHSS Council of Chairs Meeting (Retreat)

August 17, 2009

For approval on September 9, 2009

Attending: Ken Ayoob, Interim Dean; Harry Wells, Associate Dean; Ann Moore, Budget Analyst; Jody N-Garoutte. **Chairs:** Mary Scoggin, JoAnne Berke, Zo Devine, Jay VerLinden, Mary Ann Creadon, Paul Blank, Tom Mays, Mark Larson, Armeda Reitzel, Marlon Sherman, Michael Goodman, John Meyer, William Herbrechtsmeier, Mary Virnoche, Bernadette Cheyne, Kim Berry, Rosamel Benavides-Garb. **Office support personnel:** Alicia Cuevas, Kim Moon, Linda McMaster, Jennifer Dalsant, Mary Jean Wachter, Jennifer Slye, Monika Newman, Arlene Britt, Val Arizzi, Linda Wilson, Cher Wheeler, Barbara Cline, Diana Ferris, Teri Bronder-Lewis, Suzan Logwood, Debra Ryerson-Replogle, Kenna Key Hyatt, Judith Wyland, recorder.

INTRODUCTIONS: Val Arizzi was introduced as the new support coordinator (half-time) for Geography

ANNOUNCEMENTS:

1. Freshman caps will be lifted after HOP
2. College fees continue to be discussed. Rollin will present the plan to the Chancellor
3. Searches for two deans will continue: College of Arts, Humanities and Social Sciences and College of Professional Studies
4. Enrollment must be lowered from 7,034 to 6,612 (for the 4th year in a row, we have the largest freshman class)
 - Reductions will be effected in part by:
 - Moving the Over 60s program to Extended Education
 - Having no spring ~~enrollment~~ admits
 - Having no lower division transfers
 - Moving Summer Classes to Extended Education

Staff Workload Reduction:

5. Based on the handout (January 16, 2001 from Dean Carlton), discussion was centered on what staff is **not** going to do. Provisions must be made for a 10% reduction in workload for office support staff. Staff and department chairs will work together to identify and agree upon workload reduction items and communicate them to the college office. They will also be distributed to faculty and students so that everyone is in agreement as to what will and will not be done.

The following are the highest priorities meeting college and university deadlines for:

Personnel:

1. Preparation of search hiring documents
2. Oversight of end-of semester evaluations (The college will pursue obtaining guidelines with APS regarding the use of students to distribute and collect Student Evaluation of Faculty forms.)
3. Preparation of RTP binders—staff should only prepare binders with appropriate tabs, and collect materials for distribution to faculty. It is up to chairs, IUPC chairs, assigned faculty mentors and APS to help faculty with files.
4. Provide support for searches (should not be much of an issue this year)

Scheduling:

1. Prepare information for scheduling meeting with Interim Dean
2. Confirm course schedule with chair and enter into PeopleSoft
3. Submit courses as needed to Resource 25 for room scheduling
4. Confirm correctness of online schedule, making any needed changes due to errors, class additions or class cancellations

Budget:

1. Monitor expenditures of department OE, temp help and trust funds
2. Prepare purchase requisitions
3. Prepare equipment requests (*very few in 09-10*)
4. Prepare travel requests and expense claims (*very few in 09-10*)
5. Prepare spending plans in consultation with Chair (*College will extend deadline*)

Faculty, Student and Community Support Services:

1. Each department will need to establish guidelines in this area and may consider using signs and web information for general questions. After these practices have been established, departments will share their ideas to see if there is a list of best practices that can approve service and efficiency in this area
2. Departments may establish “quiet times” particularly as deadlines approach during which access to staff by faculty and student can be limited in order to allow them to work with fewer interruptions. While this does not decrease workload, it may increase efficiency
3. Other items including Communications Management (Web, brochures, newsletters), Professional correspondence, and Preparation and duplication of materials will need to have lower priorities (chairs and faculty are expected to do their own typing and correspondence)
4. Workload reduction strategies and workload priorities for staff other than office support staff will also be worked out, and communicated to the college and department faculty and students.

Additionally, the College will try to push back deadlines to be more reasonable with other university-wide workload deadlines.

The College office will make deadline timelines for chairs.

BUDGET:

1. We do not anticipate a deficit in GWPE because of the increase in student fees.
2. Our College has made the following reductions for this AY: OE has been reduced \$89,000; not receiving lottery funds reduces another \$94,510; travel is reduced \$30,000 (*see specifics in item 3*); it is anticipated

that cutting low-enrolled classes this AY will save \$327,000; reduction in assigned time saves \$100,000; and, moving summer semester to Extended Education is a further savings of \$56,000. The College contingency fund was not cut as historically it has been needed for emergencies.

3. Travel is restricted to current probationary and tenured faculty who will be submitting a file during AY 10-11 for tenure and/or promotion and are making presentations or doing creative/scholarly projects that will be done in time for inclusion in the final WPAF, and for program trips in which faculty are accompanying students.
4. Budget handouts were read and explained by the Interim Dean and Budget Analyst.

REDUCTION PLAN:

1. The Interim Dean is seeking input from chairs to manage down the enrollment. Chairs are asked to make cutbacks **before** spring enrollment.
2. Revisions of spring 2010 schedules are due October 1.
3. Several GE classes were moved this fall to KBR with raised caps: GEO 300 (240 cap); History 111 (150 cap); Music 104 (240 cap) and RS 105 (240 cap).
4. The University is moving toward larger classes in some instances. Discussion ensued about finding ways to preserve the integrity of teaching. The "Berkeley Model" may not be appropriate either financially or because of the lack of TAs.

ADMINISTRATIVE REORGANIZATION:

1. Chairs called for an equitable plan for compensation within the change to 10-month terms.
2. Data presented needs some corrections. Ken to revamp.
3. The campus is looking at fundamental changes, and that is the basis for administrative re-organization. The goal of the models submitted by the Dean was to provide some workable examples in order to facilitate development of an acceptable model. The overall concern of departments is that they **not** lose their identity (how to combine and retain or preserve disciplinary identity), nor to have a department's advocacy diluted. At the same time, it was pointed out that interdisciplinary construction of knowledge is likely to emerge as the mode of teaching and learning in the 21st century. Chairs who wish to submit models for administrative re-organization were reminded that in order to be considered, the models **must** have savings of 1 FTEF and 1 staff, as are in the models presented by the Interim Dean.
4. Ken will draw up a model of a "division" and send out models drafted by CPS and CNRS.

Meeting adjourned at 4:30 p.m.