

College of Arts, Humanities and Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

September 3, 2009

For approval on September 17, 2009

Attending: Ken Ayoob, Interim Dean; Ann Moore, Budget Analyst; Mary Glenn, JoAnne Berke, Zo Devine, Jay VerLinden, Mary Ann Creadon, Paul Blank, Thomas Mays, Mark Larson, Armeda Reitzel, Marlon Sherman, Michael Goodman, Sam Sonntag (for John Meyer), William Herbrechtsmeier, Mary Virnoche, Margaret Kelso for Bernadette Cheyne), Bernadette Cheyne, Kim Berry, Rosamel Benavides-Garb, Judith Wyland, recorder.

Minutes: The minutes of May 14, 2009 were approved, with 7 abstentions; August 5, 2009 were approved, with 7 abstentions; August 17, 2009 (Retreat) were approved as amended with two minor changes: 1) adding the word "Retreat" to the title of the minutes sheet; and, 2) under "Announcements", item 4 to read "Having no new spring admits." There were 2 abstentions.

Invited Guest: Jená Burges, Vice Provost for Academic Programs and Undergraduate Studies. She presented clarification to questions about the requirement to bring 4-unit courses into compliance with CSU guidelines on C-Classifications. Historically, Jená said, this non-compliance became highlighted when new course proposals were submitted in configurations out of compliance with C Classifications and could not be approved. This brought on an equity issue between denial of new courses and allowing legacy ones. Following a meeting she attended system-wide for assistant/vice provosts, she learned that other CSUs *do not* allow four unit courses (C1-C6 classifications) to meet only three hours a week. This solidified the need to make *all* course offerings compliant.

Three questions surfaced: 1) what prompted this request? (see above description) 2) what is this going to do to service learning? 3) what effect will this change have for online courses (will it be equitable with the face-to-face classes)?

Question #2 led to discussion about issues that are being further and specifically addressed by the Academic Senate. For example, since the University now pays insurance for participants in service learning assignments, there must be established a more cohesive plan governing service learning *in toto*.

Question #3 – Since our current online classes were developed as online versions of traditional courses, this has not yet become an issue. As courses are developed that are completely conceived and executed online, equity issues and formulas for assignment of WTU will need to be developed.

Discussion led to the need to have standardization of FTES targets in a correct ratio to FTEF. (Ken will seek clarification of this issue).

Jená was asked how to reconfigure these 4-unit courses, as the fourth unit is not supposed to impact the faculty workload. Her response was to give a couple of examples such as assigning students to attend an event like HSU Campus Dialogue on Race, and have students write some of the information garnered from the event into already-assigned papers. Another example was to note that in a lab, a technician would actually be supervising students, and faculty of record would "do" grades. The History Department suggested a model of

offering the course as either 3-unit for non-majors and 4-unit for majors (using an “m” designation in the catalogue listing). The extra unit would be based on non-classroom assignments. Chairs voiced concern that *any* reconfiguration would add to faculty workload. Ken encouraged Chairs to share creative models being used to try to meet the compliance issue. The fourth unit can be listed in the course schedule as TBA.

In this one instance (changing 4-unit courses) course proposal changes need to be modified/simplified to lessen the impact on faculty/departments and the ICC. Ken has agreed to talk with Cindy Moyer, chair of the ICC, to ask that either a simple memo can be attached to the course change rather than having to submit syllabi, or, at the very least, that deadlines be extended.

Chairs are concerned about the negative impact on any lecturers teaching 4-unit courses. Additionally, there is a question about listing courses to accommodate how various faculty want to teach, e.g. using service learning for the extra unit, or teaching the extra unit.

Ken will also look at the July 14 memo to clarify or correct items (such as it should be “24 units per year.”)

Ken reminded everyone that this requirement to change 4-unit classes is a function of the University system, and as HSU is a part of that system, we must be in compliance.

ANNOUNCEMENTS

1. Reminder that the Moodle gallery can be used for uploading images, music clips and more.
2. College personnel committees have said they feel strongly that another member is needed. Nine professors have turned down the request to serve. Please consider serving (Associate or Full Professor for the reappointment committee; and, full professor for the tenure and promotion committee.) Service by a FERP faculty would pose a difficulty as consideration of files may spill over from one semester to the next.
3. The Philosophy Department is seeking outside assistance to transform their classes to encourage diversity. A suggestion was made that the department contact the person who had been recruited (by Philosophy) to come to campus about three years ago.
4. Staff workload reduction plans need to be submitted to the Dean ASAP. Chairs asked that the two already submitted--Sociology and Anthropology—be shared by those departments. The departments agreed to share them.
5. A calendar of timelines for scheduling, budget and personnel will be sent out from the college very soon. These will include benchmarks (e.g. “by this time you (Committee) should be doing this. . .”) where appropriate
6. Chairs were encouraged to read the **DISSECTING DIVERSITY AT HSU** report, available online.

REPORTS

Interim Dean:

- Executive Committee Notes: the enrollment management plan Task Force is being formed, and in trying to make it most comprehensive, there will be an ad hoc and two subcommittees to form the plan as the timelines are “swift.” There will be a call for faculty to serve through the Academic Senate.
- The Provost’s Council discussed the idea of engaging in a comprehensive reorganization of Academic Affairs. It was decided that while this is a desirable action, there are too many issues to confront and that for now, reorganization will be left to the colleges.
- There was a call for a new strategic plan; however, it will be a future item as the university is so very engaged in other issues.

Other:

Academic Senate: Shared governance issues will be an agenda item at the next meeting.
ICC: Trying to make the various deadlines match up and make sense.

DISCUSSION/ACTION ITEMS

- Chairs were asked to discuss reorganization and work out a process for bringing a proposal to the Interim Dean.

Meeting was adjourned at 11:50 a.m.