

College of Arts, Humanities and Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

September 17, 2009

For approval on October 1, 2009

Attending: Kenneth Ayoob, Interim Dean; Harry Wells, Associate 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, John Meyer, William Herbrechtsmeier, Mary Virnoche, Bernadette Cheyenne, Kim Berry, Rosamel Benavides-Garb.

Minutes: The minutes of September 3 were approved (one abstention) with the following addendum: “The fourth unit can be listed in the course schedule as TBA.” (*This was later clarified in an email sent to the Chairs via Announcements/Reports by the Associate Dean; see email inserted at bottom of minutes).

Guest Presenter: Rebecca Stauffer, Director, Student Health Center, fielded questions about excuse slips, the potential negative impact on classes the H1N1 flu might have, and other related items (health safety, notification process, etc). Regarding any syllabi that might have policies about excused illness absences and requiring an excuse slip from the Center, Rebecca suggested that faculty may want to remove that portion of the policy at least temporarily, as excuses for illness will not be written by the Center. Vaccines may be available as early as mid-October, and that the Center will send out campus-wide electronic notices. A plan for campus vaccination days is being developed. Anyone having questions about guidelines or seeking general information should go to the Center website. Rebecca explained that this flu is different from others in that the younger population (0-25 years) rather than the senior sector is the primary target. Pregnant women and persons with underlying health conditions such as asthma, diabetes or neuro-muscular problems that affect the immune system are also more vulnerable. This is a more unpredictable flu strain than we have previously experienced. The Health Center is moving towards phone triage rather than having sick persons come into the Center. Good hygiene through frequent handwashing or use of waterless hand sanitizing should be promoted. The University has no funds directed toward furnishing waterless dispensers. Some departments are furnishing their own inexpensive hand sanitizer dispensers. Rebecca said she would take concerns back to the committee about the University not providing sanitizers and filling empty soap dispensers promptly in the bathrooms. Students, faculty, staff, and administrators should be encouraged to stay home if they have symptoms, and should not return to campus without a 24-hour cessation of a fever. In all instances, students should be referred to the SDRC website for updates and information.

ANNOUNCEMENTS:

Interim Dean:

- Chairs were asked to encourage faculty to take the online training available on the SDRC website, and on the University training site (the link will be sent out next week to Chairs{sent 9/22}). The 30-minute training is important for heightening awareness of disability and accommodation.
- Faculty online reserve materials must be submitted through **ONCORES** in order for the text to be placed on **MOODLE** in ATI compliant format. Likewise, students need to be informed that they must submit their work in Word (not pdf) to be put up on **MOODLE**. The text will more ATI compliant.

Associate Dean:

- The ICC should be finished with the review of department writing plans by Oct 15 and will return them with comments to departments.

- Chairs were reminded to be thinking about GE assessment. The ICC subcommittee is working to have available a rotation of GE assessment. Until that is established as a campus-wide rotation, departments should assess each GE area in their course offerings with at least one course. In response to questions about the GE assessment recommendations from the CAHSS Curriculum Committee in Spring 2009 to move to programmatic assessment versus individual course assessment of GE, work on this will move more slowly since those recommendations were contingent on the hiring of a fulltime assessment director (which failed early last summer).

REPORTS:

Interim Dean:

- **Categories 3 and 4:** Ken has met with all Chairs involved, and all are in agreement about how to proceed. Ken will be writing drafts of the suggestions, and sending the drafts out to departments. Ken will be asking the Provost about submission of programmatic changes; there should be no further work on those submissions until instructions are received from the Provost. The History department *is* ready and will be sending their document on to the ICC.
- **Departmental approaches to furloughs:** Since we will be furloughing next semester, departments might want to consider a better spread for delivery of curriculum and coordination of multiple sections of courses where possible. For instructional and non-instructional days, Chairs should review and check that there are nine days on each contract, and that those dates are not already holidays or other mandated non-work days.
Discussion led to a request to have Ken ask, on behalf of the Chairs, that the Executive Committee look at Chico for better ideas (model) of how to more successfully implement a furlough plan, and one that is more cost-effective.
- **Textbooks:** Urge faculty to get orders in by the deadline. Of particular concern is that the SDRC needs adequate time (3 – 4 weeks) for textbook conversion to an adaptive style.
- **Textbook adoption by department:** Chairs were reminded that departments own the curriculum, thus there should be no changes after the original book has been ordered, meaning if another faculty member has to take over the class, there should be no changes. If a textbook change must be done, a memo must be sent the dean with a significant reason substantiating the need to change the textbook and approval given.
- **Course List Spreadsheets:** Deadline for submission is Sept 25. We are looking at *the bare minimum* of courses needed to progress students toward graduation. This may require course reductions that result in course substitutions on student contracts. Ken looks to the Chairs to suggest these reductions.
- **One-time cuts vs permanent cuts:** While the present cuts are an immediate necessity, it is unlikely the past level of course offerings will return in the future. Rather than view this as “just temporary”, departments should be reviewing their curriculum toward reorganization based on fewer offerings. Departments should implement strategies with a view toward future cuts and develop a sustainable curriculum structured on fewer options within the major and fewer offerings overall.
- **Personnel Committees:** Chairs were asked for directions on how to address the shortfall of representation on the Personnel Committees which are a faculty responsibility. Ken was advised by the Chairs to “draft” faculty by lottery.

Academic Senate:

The Enrollment Management Task Force will be fundamental to future operations of the University. Chairs were asked to look to department faculty for recommendations to serve on the committee now being formed. Models of technical support for a university re-design are being put together. It was suggested that Chairs put out a call for volunteers to serve on the committee.

Budget:

Chairs will need to consider reconstituting this committee at a future meeting.

ICC:

The Academic Master Planning subcommittee of the ICC is reviewing Category 4 program elimination committee responses following the process outlined in the post-prioritization. Program representatives can attend the meetings at which their program is being considered, but it is not an open forum for discussion. A representative of the committee is invited to answer questions and make comment. The Provost has said this process will not apply for Category 3 review since it was not specified for that purpose. That review, including possible elimination of programs, will be by another as-yet-unknown process.

Technology:

The committee is working out clarifying and streamlining technology requests (e.g. what should go to the Dean only, what should go to the committee and how should the paper work be handled).

DISCUSSION/ACTION ITEMS:

Interim Dean:

As Yet Not-approved RTP standards—The Academic Senate extended the life of the Ad Hoc RTP Standards Review Committee for two weeks in order to try to finish remaining revisions for departments who submitted revised plans over the summer or early this semester.

Re-organization—Chairs may submit models to accomplish this; however, any plan must show savings of 1 FTEF and 1 staff to equal \$98,478. Chairs should refer to the models for creative scenarios for accomplishing this. The Provost has said: “There are too many small units in CAHSS.” Thus we have been charged with reorganization at this level. The College will be reorganized into some combination of administrative units which might mean new curricular combinations.

Some Chairs discussed that they think the use of WTUs rather than the number of courses taught per year by a Chair is misleading and doesn't lead to dollars savings. The point was also brought up that reducing assigned Chair time does not reduce the requirements of serving as Chair.

Ken is looking at the following timeline: Chairs to submit preliminary plans for reorganization to the Interim Dean by November 19; response from Ken by December 10; progress report from the Chairs due to Ken February 4; final recommendation due March 1. There will be time during Council of Chairs meetings for work on the initial plan, and Chairs can also use the alternate Thursday 10-12 times as the room (NHE 106) is reserved for CAHSS.

The chairs asked that implementation be delayed until Fall 2010 and agreed that the Dean would need to identify an additional \$49,239 to cut for spring, in addition to the \$166,000 anticipated reductions in class and assigned time because reorganization was part of the reduction plan to OAA.

As to the question about the Provost's memo about divisional reorganization, the Provost said: “As you know the Provost's Council met last week with interested chairs and staff to gauge support for a broad reorganization effort that would need to be coordinated at the divisional level. There was general agreement that a broad reorganization effort was worthwhile but now was not the time for such an undertaking. Such an effort should be driven by a clarified vision statement which clear objectives rather than by a need to reduce expenditures. Therefore, the more narrowly focused effort to reorganize small departments administratively will be continued at the college level.”

A question was also raised about the need to look at 11-month staff and reducing time-base of administrative positions, thus spreading the cost savings over more than just the departments.

Meeting adjourned, 12 noon

***Copy of email sent September 30, 2009 to Council of Chairs:**

1. The following announcements and reports are being sent to the Council of Chairs on behalf of Ken Ayoob and Harry Wells:

From Ken:

Hello Everyone,

In an effort to free up more time for discussion and action in Council of Chairs meetings, I will try to send announcements and reports that are informational in nature to you prior to every meeting as my time allows:

1. Kristy Eden, Associated Students Representative for CAHSS let me know that there will be an AS sponsored mixer for students, faculty and staff on Wednesday, October 28 th from 5 -7 in KBR. There will be refreshments and a live band. I have also asked her to arrange a time to come into the C of C and introduce herself and other AS representatives for the college.
2. Closing the Fire Wall. On October 1 st IT will be changing the way folks access their on campus computers from off-campus. This will not affect Zimbra.
3. The Sony Corporation is working with the CSU to help support students and faculty with Sony products and other types of support – more on this as it becomes clearer exactly what they intend to do.
4. Timelines for all personnel issues have been sent out by Jody, please contact her or me if you have any questions.
5. As sent out earlier, the college will assume the task of scanning faculty evaluations for any department that requests it.
6. The Executive Committee spent some time reviewing a number of standing committees and suspended some in order to alleviate workload. The Academic Senate is undertaking a similar project. I suggest that if departments have not already done so, they should review their committees and see if any can be streamlined or suspended.
7. Redwood Summit is October 3 rd . The events are ticketed but are offered at no cost.
8. Enrollment Management Task Force charge is being reconfigured to streamline the committee. While there will be smaller working groups, this will not affect the amount of vetting and consultation involved in formulating recommendations.
9. CMS – Next Steps:
 - a. Trying to wean CMS implementation from consultants to save money and develop local expertise.
 - b. Working to move all campuses to one baseline product – common databases and code. Also working to move database from Salt Lake City to individual campuses. This will save both money and time. Will start implementing this in spring.
10. Board of Trustees meeting. (Note: agenda and all materials available on the CSU website)
 - a. Asking for \$700,000,000 million in increased funding for 2010-2011. Trying to move back to the compact.

b. Preliminary estimate of California Budget deficit for 2010-11 – 8 billion dollars.

c. Lottery earnings are stagnant.

d. Capital Outlay for this year does not favor HSU (although we have done pretty well the last few year they try to spread the wealth). Seismic Retrofit projects for the Library and Theater Arts buildings rank 23 and 30 on the priority list respectively. Big emphasis system wide on seismic retrofit projects.

If I think of any other items, I will send them along.

Ken

From Harry:

1. HSU is undergoing an audit from the Chancellor's office regarding off-campus activities, including study abroad, service learning, and field trips. This is occurring the entire month of October, with the auditor being on campus 9/28-10/2, 10/12-10/16, and 10/26-10/30. Study abroad and service learning is being handled through those offices, field trips are being handled via the College and Departments. A 12-page questionnaire was the first step in the process, which the Associate Deans of the Colleges filled out concerning field trip questions. The questionnaire asked for various documents to be attached in relation to those questions, but many did not seem to apply. For instance, “mission statement for field trips” and “self-prepared reports during the last two fiscal years describing performance.” The Associate Deans, Dave Bugbee, and Lynn Sandstrom decided not to ask departments for any type of documents until the auditor specifically requested it and could give clarity as to what might be submitted. While it is possible that we won't have to provide anything beyond the answers we've given, it is also possible that your department will be contacted during October to provide relevant documents with a short turn-around time in relation to your field trips. However, you should not need to write a report or create a document to meet the need. Rather, you will be requested to provide something that you already have—say a syllabus that indicates the role of the field trip as part of program goals. If we don't have what the auditor wants, we will simply indicate that to him/her. These documents requested from the department level will not be in relation to liability forms—that will be handled at the College office. (By the way, our College is in very good shape in relation to the liability documentation given our work the last three years.)

2. This is a clarification on a correction to the minutes from the last Chairs meeting. An addition of a statement to the minutes was approved that read that the fourth hour of a four unit course could be listed as “To Be Announced” in the course schedule. Since I wasn't at that meeting for which those minutes were written, I sought clarification from Ken and Jená on the context of that statement. That allowance had a very specific context in that meeting, which was a service learning course that had structured on-field instruction as part of the weekly schedule. Other than that, “TBA” is not to be used in the course schedule in relation to the fourth unit.