

College of Arts, Humanities and Social Sciences

**Minutes of the CAHSS Council of Chairs Meeting
February 5, 2009**

For approval on February 19

Attending: Ken Ayoob, Interim Dean, Harry Wells, Associate Dean, Victor Golla (sitting in for Mary Scoggin), JoAnne Berke, Zo Devine, Laura Hahn, Mary Ann Creadon (sitting in for Susan Bennett), Joe Leeper, Thomas Mays, Mark Larson, Armeda Reitzel, Michael Goodman, John Meyer, Steven Jenkins, Mary Virnoche, Bernadette Cheyne, Kim Berry, Rosamel Benavides-Garb, Ann Moore, CAHSS Budget Analyst, Judith Wyland (recorder)

Minutes: The minutes of January 29 were approved as submitted, with 1 abstention

ANNOUNCEMENTS:

Ken Ayoob:

1. Jennifer Eichstedt, Sociology Department, has been named "Professor of the Year."
2. Senate elections are coming soon. The College is supposed to have two nominees for each vacancy, but, we have only two. The ballot will go out tomorrow with both nominees and a place to write in "other," and with the directions to vote for up to two names.
3. Bob Snyder will attend the February 19 meeting at 11:30 a.m. to explain the protocol and process needed for the dean's search next year.
4. As regards the explanation given last week about unspent OE monies, the provost is *not* suspending the rollover policy. Departments *will not* be able to rollover unspent OE.
5. The Clery Act and campus reporting mandates was briefly explained. Essentially, all incidents that happen on campus or adjacent to campus must be reported. Confidentiality cannot be promised as faculty and staff must report what is brought to their attention. *In response to this, Kim Berry, chair of the campus Sexual Assault Prevention Committee countered that ". . . there is contention whether or not faculty are mandated reporters." Chairs were referred to the UPD website to read more specifically about reporting mandates in the Clery Act. There was further discussion about the issue of handling incidents in a more survivor-centered manner. It was generally agreed that there needs to be very specific training about this very complex act and the mandated reporting.
6. HR will soon be offering a workshop on the Clery act.
7. There will be a statewide rally on February 13 to promote funding protection of higher education. Details will be forthcoming about the rally at HSU.
8. There is no State budget as yet, though one is anticipated by end of next week.
9. There has been no word from Sacramento about a Golden Handshake package.
10. The Common Management System (CMS) will now be known as the Campus Financial System (CFS), with a design makeover. CMS as such, has been deemed unaffordable and unsustainable. A baseline version will be developed at the San Luis Obispo campus to be utilized throughout the entire CSU system. Ken will ask Burt Nordstrom to write up an explanation for the Chairs of what heretofore has been the mission of CMS, and the promises envisioned of the new (CFS) version.
11. Enrollment figures are on target at about 7,034 and HSU is planning for a 2% increase next year to about 7150.

Associate Dean:

Census is February 16. Chairs were asked to remind faculty to check rosters against actual seated class participants in order to avoid loss of revenue to campus due to FTES loss.

Other:

1. Humboldt County History Day—judges are still needed.

REPORTS:**Interim Dean:**

1. The draft report of the Academic Prioritization Committee will be forthcoming this Friday. Ken asked if the Chairs would like to add a meeting next week in order for a more global discussion before the report is presented to the Provost. Departments have the opportunity to meet with the Interim Dean and to prepare a one-page reply to the Committee if desired. All replies will be addendums to the report.

Associate Dean:

1. Work has begun on a template letter that could be used to inform students of their grievance rights while chairs still pursue informal resolution. Harry will be working with the campus ombudspersons and Ginny Kelly to draft the letter.
2. Summer school—based on previous figures, and with courses proposed for this year we are likely to generate 102 FTES based on past enrollment history. Harry is working to set the times for courses. The College must pay for summer courses from the regular budget; there are not separate funds allocated for summer. Harry will send out a breakdown of the allotted summer courses.
3. Responses to GE assessment reports submitted in January for Fall, 2008 are presently being worked on by Harry Wells and Judy Little. Assessments can be conducted throughout the semester.

Budget:

1. The committee will resume meeting in March.

Academic Senate:

1. The Senate opposed the reading of graduates' names by professional name readers and the use of recorded music at Commencement.
2. The president's vision of shared governance has been tabled.

Other:

1. John Meyer reported on the Cabinet for Institutional Change, saying that he sees it as a planning and strategy committee rather than an emergency-directed committee in response to the Keeling Report. Meyer discussed the committee makeup and said that he thinks the group will be communicating clearly and creatively.

DISCUSSION/ACTION ITEMS:

1. There is a \$1.8 million cut of the OAA budget after all considerations.
 - a. A large part of the cut will be in salary savings by cutting tenure track searches in half in the next two years (from 15 to 7, approximately). It was suggested that we

look to retirement incentives; however, it was pointed out that those would probably be system-wide decisions.

- b. An audit will be conducted to establish benchmarks for comparison with other CSU schools or comparable institutions on various elements, such as units in majors, staff support in relation to size of department faculty and majors, etc. This should open avenues for conversations with departments if a large disparity is evidenced between HSU and the benchmark. There may be useful substantiation of why the HSU course differs so widely. A comparison and discussion may bring forth more efficiencies or more creative research to assist in reaching a decision.
2. ICC proposed structure:
 - a) Item #7 / Building the agenda. The Chairs recommended that wording be changed to say that “the Chair of the ICC builds the agenda.” Chairs voted to endorse the draft document, with one abstention.
 3. The Chairs agreed that establishing a uniform department meeting time for all academic departments is not possible since some support staff represent more than one department. It was brought forward that the uniform meeting time could be accomplished with a four-day teaching calendar (creating longer class periods on MW), leaving Friday for meetings, etc. Most Chairs expressed a desire for class times to exceed 50 minutes for optimum pedagogical reasons.

Meeting adjourned at noon