

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of April 19, 2007

Approved May 3, 2007

Present: Ayoob, Berry, Brenneman, Cheyne, Crawford, Goodman, Hall-Martin (recorder), Larson, Leeper, Meyer, Paulet, Paynton, Smith, Snyder, Vellanoweth and Wells

Absent: Bennett, LaBahn Clark, Little

Guests: Valerie Budig-Markin, Barbara Curiel, Michael Eldridge, Dennis Fitzsimons, Mary Virnoche

The Dean announced that the only two items from the agenda to be discussed at this meeting would be Budget and Position Requests, aside from brief announcements. All other items will be taken up at the May 3 meeting.

ANNOUNCEMENTS

Ombudsperson

The President's Office is seeking a replacement for Margaret Kelso who is stepping off as Ombudsperson. The preference is for a female faculty member to serve. Interested faculty should contact Denise Helwig in the President's Office.

Clickers

The Dean distributed information on Clickers (classroom response systems) for the Chairs' review. HSU will be testing a Clicker program and anyone interested in participating should contact Anna Kirchner.

Chairs' Retreat

The Dean asked Chairs for input on having a one day retreat, most likely at Humboldt Area Foundation, the week of August 13. Because HOP runs Wed-Friday of that week, the retreat will need to be held on Monday or Tuesday.

BSS Building Move

The Dean advised that the ITCs will not be packing up the computers for faculty and departments moving to the BSS Building. Megan McKenzie will be sending out information to all faculty regarding how to disassemble and pack the computers and the movers will deliver them to the new offices where ITC staff will reassemble them and hook them up. Chairs were asked to contact the Dean if there are faculty or staff in their departments who cannot physically pack their own computers for moving.

Outstanding Professor Presentation/Reception

A flyer announcing the presentation of this year's Professor of the Year, Christina Accomando, followed by a reception, was distributed to Chairs who were encouraged to attend these events on Monday, April 30th.

Low Enrolled Classes

Registration for continuing students has ended. There will be some increase in enrollments following HOP sessions; however, if Chairs believe their upper division major courses are not going to fill, they should be cancelled now so students have a chance to get into another class. The Dean will be monitoring classes for low enrollments.

BUDGET

The President's budget announcement was made today via email and the target for CAHSS is a \$280,800 cut, to be phased in over three years: \$100,100 for 07/08, \$87,400 for 08/09 and \$93,300 for 09/10. The Dean then reviewed his budget reduction narrative with the Chairs. Budget reduction measures have focused on four areas: Increasing class size, reducing the number of GE sections (while maintaining the number of available seats by section consolidations), reducing the number of major courses and staff reductions. With those measures implemented, the College is still approximately \$65,000 below base before the 07/08 cuts and the Dean proposes to cut 1.5 FTE in staff positions to take the College to about \$20,000 less than last year's budget before the phased in cuts. The Dean then presented three different models for discussion as the Chairs had requested. These models were across the board/pro rata cuts, salary savings and targeted cuts. He reviewed each model with the Chairs and fielded questions. Chairs had comments and concerns about each of the models and were asked to take the narrative back to discuss with their departments. The Dean will send an updated narrative to the Chairs for that discussion which incorporates the information contained in the President's email. This item will return to the agenda for the May 3 Chairs' meeting.

POSITION REQUESTS

The form for proposing positions requests will be revised over the summer, but for this round Chairs were asked to use the current form which is downloadable from the Academic Personnel Services website. The Dean discussed the rankings with the Chairs and asked for their input on some of the less clear rankings. There may be an opportunity for some expansion positions funded outside the College based on potential growth. These positions would be in addition to our regular position requests. Based on the rankings and discussion, it was most likely that the positions for Spanish, Art History and Sociology would be taken forward with perhaps one or two additional. Chairs should put their requests forward formally with the attendant documents and have them into the Dean by May 1.

RAS:lhbm