

HUMBOLDT STATE UNIVERSITY

College of Arts, Humanities & Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

Meeting of October 18, 2005
Approved November 1, 2005

Present: Ayoob, Brenneman, Bennett, Berry, Boone, Goodman, Hall-Martin (recorder), Larson, Leeper, Little, Paulet, Sievers, Snyder, Sonntag, Vellanoweth and Wells.

Absent: Benavides-Garb, Paynton.

Guests: Annie Bollick-Floss, Mike Cipra, Dave Bugbee.

MINUTES

The Minutes of October 4, 2005, were approved as submitted.

COMMITTEE REPORTS

Budget

Ayoob presented the Budget Committee's report to the Chairs. The Committee continues to work on a policy for copier refreshment and will have a recommendation for Chairs at the November 1 meeting. The Committee had three questions for Chairs to address prior to the allocation of the remaining \$14,000 in Lottery funds.

1. Smart Classrooms. Should the College be making investments in smart classroom technology despite the fact that this should be a university initiative?

A discussion ensued and Leeper advised that the Computing & Technology Committee is considering the issue of Smart Classrooms this year. The Chairs decided that no action be taken in this area by the Budget Committee at this time.

2. Should Lottery funds be used for department needs that overlap with all-university programs such as The Lumberjack or KRFH?

Chairs were informed by Larson that neither The Lumberjack nor KRFH are all-university programs.

3. Are there charge backs being made to academic departments for use of equipment?

No.

Ayoob then reviewed the Committee's recommendations regarding equipment requests and explained the working principles for the recommendations. **MSP:** To accept the recommendations of the CAHSS Budget Committee and send them forward to the Dean for his approval.

A document showing the categorization of the Special Budget requests was distributed to Chairs. As approved at last week's meeting, these requests will be categorized by the Budget Committee, shared with the Chairs then sent to the Dean for allocation.

Computing & Technology

Leeper reported that the Computing & Technology Committee is meeting regularly and has received their charge from the Dean for the year. A computer use survey has been conducted by the committee and results are forthcoming, they are working on defining technology, labs and will be meeting with Pat Collins of CNRS as they begin to look at several different models for providing computing services for the College. Meetings are held every other Friday at 1:15 in Gist Hall 211d and Chairs are welcome to attend.

Curriculum

UCC Rigor Survey

Wells reported that the survey is almost done and Chairs will receive copies of the final version. The UCC is looking for volunteer GE classes to be surveyed and seeks 4-6 GE courses in CAHSS for the pilot program. Notify Wells if you wish to participate and identify the course name, number and CRN. As an incentive to have courses surveyed, those participating will not have to go through evaluation in the spring and none of the data will be used in any future reports by the UCC. The surveys will be conducted either the week before or after Thanksgiving break.

Wells asked Chairs if they would be willing to change current policy regarding the distribution of curriculum materials which currently requires that they be sent to Chairs a week prior to Council of Chairs meetings. The request was made to send out relevant curricular change forms or new course proposal forms with the Chairs Agenda materials the Thursday before the meeting. **MSP:** To amend the policy to allow curricular materials to be delivered electronically with Chairs Agenda information the Thursday before the meeting. The motion passed unanimously.

Chairs were reminded that the intent of the policy was to have Chairs read the forms prior to the meeting and come ready to vote on the recommendations so that it would not be necessary for each item to be reviewed with the Chairs.

German Major and Minor

Proposal covers 5 changes to requirements in the German Major and Minor. The Committee recommends approval of all items. **MSP:** To accept the recommendations of the CAHSS Curriculum Committee. Chairs requested that Item #3 in the proposal record be pulled until the WLC Department can clarify the number of times GERM 350 can be repeated. The motion was approved with the removal of Item #3.

Philosophy 317 - Contemporary Social & Political Philosophy

New course proposal, the Committee recommends approval. **MSP:** To accept the recommendation of the CAHSS Curriculum Committee. The motion was unanimously approved. Philosophy and Government and Politics will discuss the possibility of cross listing courses where applicable.

Area D Guidelines Revisions

Wells reported that no input has been received by Virnoche regarding the Area D Guidelines Revisions which were discussed at the last meeting. Several Chairs

indicated they had some language changes they wished incorporated, but generally their faculty were in favor of the revisions. It was agreed that any course approved under Area D must contain at least 4 themes and that departments in other colleges who had GE offerings would be given the opportunity to review and respond to the draft. **MSP:** To accept the draft Area D Guidelines after they have been run by the Departments of Psychology and Economics and the language is cleaned up. The motion passed.

ANNOUNCEMENTS

Fall Admissions Day

Saturday, October 29 is Fall Admissions Day (formerly Freshman Admissions Day) and the College portion of the event will be held from 9:30 to 11:00, location TBA. At this event, there will be no formal college presentation. Departments will set up informational brochures on tables around the space assigned to CAHSS and be available to answer questions from prospective students and their parents.

MSF Fees

A listing of projected MSF course fees for the three colleges was distributed for Chairs information.

Post Tenure Review Policy

VPAA Administrative Memorandum No. 402 details the process required for Post Tenure Review. CAHSS has a policy in place which is not compliant with the VPAA policy and the Dean asked Chairs to provide input on whether to revise the CAHSS policy or adopt the VPAA policy as the College's. Chairs wished to adopt the VPAA policy for CAHSS.

SERVICE LEARNING/RISK MANAGEMENT

Annie Bolick-Floss, Mike Cipra and Dave Bugbee joined the Chairs. Bolick-Floss reminded Chairs that faculty teaching service learning courses need to be sure to identify these courses with the S-Course designation. This allows the course to be reported as a service learning course to the Chancellor's Office. Last year, CAHSS had 25 service learning courses. This must be done annually. A Service Learning Faculty Newsletter was distributed and a call for applicants to the 05/06 Service Learning Fellows Program was discussed. A packet of materials and guidelines for implementing service learning for faculty was given to each Chair. Cipra and Bugbee discussed risk management issues and answered questions from the Chairs.

DRAFT POLICY ON FACULTY/STAFF SEARCH EXPENSES

Chairs reviewed the updated draft policy for faculty/staff search expenses and requested that the words "for the candidate" be added after Item 2c and 2d. **MSP:** To approve the draft policy on faculty/staff search expenses as corrected. The motion passed unanimously.

The meeting adjourned at 4:00 pm.

RAS:lhmm