

College of Arts, Humanities and Social Sciences

Minutes of the CAHSS Council of Chairs Meeting

October 1, 2009

For approval on October 15, 2009

Attending: Kenneth Ayoob, Interim Dean; Harry Wells, Associate Dean; Mary Glenn, JoAnne Berke, Zo Devine, Jay VerLinden, Mary Ann Creadon, Paul Blank, Thomas Mays, Mark Larson, Armeda Reitzel, Michael Goodman, John Meyer, William Herbrechtsmeier, Mary Virnoche, Bernadette Cheyne, Kim Berry, Rosamel Benavides-Garb, Margaret Kelso, visitor; Judith Wyland, recorder.

Minutes: The minutes of September 17, 2009 were approved, with one abstention

ANNOUNCEMENTS / REPORTS: (Interim Dean and Associate Dean Announcements/Reports were sent via email Sept 30, 2009)

Names were drawn to fill vacancies on college personnel committees. The Interim Dean will contact faculty in order drawn to ask if they will serve on the committees. Council will be notified by email of the results.

Academic Senate: Proposal presented to provide guidelines for 499 courses, which are Independent or Directed Studies. A few responses have been negative about the changes. It is anticipated that there will be a Senate motion to withdraw the proposal for further study.

ICC: The AMP subcommittee has begun assessing program committee reports regarding Category 4 prioritization, to report to the ICC. The Liberal Studies non-teaching major is recommended for suspension, given no department wants to house this major and develop what it lacks, including program-level outcomes, curricular oversight, assessment plans, and a Writing Implementation plan. No new majors will be allowed to enter the suspended program. The campus will be looking to draw up guidelines for interdisciplinary majors. A comment was made by the WLC Department Chair that when the MBA is up for consideration by the subcommittee, that department views the MBA program as a prime tool for bringing in exchange students in collaboration with efforts by WLC.

Associate Dean: New forms for late adds and withdrawals were distributed and discussed, with emphasis on the need for Chairs to check for, and request if needed, supportive documentation, and to note the 18-unit limit (from Fall 09 forward) on allowing late withdrawals with a "W." Chairs pointed to a need for some clarification of that rule, especially as it might pertain to transfer students. Chairs also asked for changes to some of the instruction language, feeling that students would not understand the instructions as written. Chairs also wanted more specific instruction about required documentation—when and what is being requested by the Registrar. Those requests will be sent to the Registrar.

Students must pick up the forms from the Office of the Registrar, as that office wants the opportunity to go over the instructions individually with the students. The Registrar will also be the final determiner of approval or not. The withdrawal form requires signatures of instructor and Chair only for serious and compelling reasons; for catastrophic reasons, those two signatures and that of the Associate Dean are required. The add form requires all three signatures.

DISCUSSION/ACTION ITEMS:

Interim Dean:

Mandatory Advising: The deans have been asked by the Provost to inquire of Chairs whether or not the University should enforce mandatory advising and holds. Chairs agreed that there did not need to be discussion since Jéna Burges had already emailed faculty campus-wide with this question, seeking responses. A quick poll of the Chairs showed that for most part departments are against the policy and there are a number of questions about the hold. There was a recommendation that a “fast-track” setup for advising could be developed, and another suggestion was that students would be directed to meet *only* with their advisors. There was a question as to whether or not the proposal would be temporary, and whether or not it is a hold on all of the student’s record, not simply an academic hold for registration. If it is an overall hold on the student’s records, it seems too drastic. It was suggested that the matter should go before the Academic Senate for input and recommendation, and that body should look to other campuses for successful models. Ken will take these recommendations to the Provost.

Budget Recommendation Strategy: Ken indicated that course reduction plans submitted by departments for Spring 2010 were good overall. Chairs of departments for which he has questions will be contacted.

In reference to item 5 “barring emergencies,” Ken said that as few as possible searches will be allowed; he is *not* saying none at all. For example, if there is a loss of tenure track faculty due to a sudden resignation, in that case it might be possible for a search to be granted. In 2010-11 there will not be searches except as described. Item #8 (\$727,000) represents only about 1/3 of the amount of next year’s cuts. CAHSS alone would be asked to cut a projected \$2.1 million if cuts were allocated on a pro-rata basis. If furloughs continue into next year’s budget, that savings would amount to about \$4.1 million OAA wide – the actual portion of this that would count in CAHSS is hard to calculate, but 1 plus million might be a good bet. Ken emphasized that he is trying to formulate a “worst-case” scenario—which would not include furloughs since the word is presently that furloughs will not be repeated. Other things that might produce savings: an unforeseen retirement and not replacing those classes; an anticipated retirement should net a savings of about 6 WTUs; the German major (not German classes) is being phased out; changes in the Chinese program will net some savings; and, cutting some GE offerings if we have the anticipated lower number of incoming freshmen due to mandatory enrollment restraints imposed by the Chancellor.

A question was asked: “Do we need to go into the mode of ‘ok, we implement this, and then what happens?’ Should we engage in crises planning?” Ken’s response was that the three deans have discussed and agreed that the colleges, will begin to self-generate cuts as a contingency while larger scale planning proceeds, and then bring those cuts to their Council of Chairs for discussion. All this effort is to put our colleges in the best position for response to anticipated large scale budget cuts.

ADJOURN 11 a.m.