Meeting Minutes – CAHSS Council of Chairs
Thursday, February 2, 2023
9:00-10:50a
Gist Hall 225

College Office: Jeff Crane, Heather Madar, Megan Siems, Sandra Brekke

Chairs: Janelle Adsit, Cutcha Risling Baldy, Ramona Bell, Joice Chang, Nicole Jean Hill, Ben Marschke, John Meyer, Cindy Moyer, Rosemary Sherriff, Tony Silvaggio

Absent: Maxwell Schnurer

Program Leaders: Sara Hart, Alison Holmes, Linda Maxwell, Kirby Moss, Marissa Ramsier

9:00a Announcements and Shout Outs
● Alison – The 24th Annual International Education Week will be February 6 - 10

9:03a Approval of the Minutes
● Approval of Minutes from January 19, 2023 (Jeff)
  ○ Three corrections were proposed
    ▪ Joice Chang listed as a Chair
    ▪ Alison Holmes listed as a Program Leader
    ▪ Elaborate on the General Education (GE) Courses discussion
  ○ The minutes will be corrected and approved at following meeting

9:05a Admissions – Communication Yield Projects
● Chelsea Mooney, Interim Associate Director of Enrollment, Communications and Visit Programs, Office of Admissions led the discussion
  ○ The Office of Admissions wants to collaborate with the College
  ○ CAHSS students will not be paid to work on these projects by the Office of Admissions. Students may be paid by CAHSS, the decision is up to the College
  ○ Writing handwritten cards is too big of an ask
  ○ There was more contact with potential students through Mongoose, which has been discontinued
  ▪ Potential students would like to receive Cal Poly Humboldt swag, it should not just be sent to incoming students

9:20a McKinleyville High School Career and Education Fair
● Tabled for discussion at a future meeting
9:25a: New IRAR Course Planning Tool, Course Planning Workbook
- Bella Gray, Senior Curriculum Analyst, Office of Academic Affairs gave a presentation and led the discussion
  - The workbook contains more data flexibility
  - Data is based on the last three years of enrollment so new courses or courses not in rotation are not included
  - PBLC information is not included in the new Workbook
  - Heather will resend the link to the Chairs
  - Bella will create a FAQ to send out after the meeting

10:00a: Senate Updates - Marissa, Ramona, Cindy
- Senate Meeting Updates
  - Approved the name change of the Department of Environmental Resources Engineering to the School of Engineering
  - Resolution on the Bachelors of Science in Biochemistry
  - Resolution on the Credit Hour Policy
  - Resolution on the Online Survey Coordination Policy
- ICC Vacancy for CAHSS representation
  - John Meyer was nominated for the open position
  - The Council approved his nominated and he is willing to serve

10:15a: GEAR and other Committee Updates - Cutcha, others
- The next step for GWAR is to do a full program review
- The Council thanked Cutcha and Sara for all their hard work
- The Individualized Degree Program (IDP) proposal was discussed
  - There needs to be more structure regarding interdisciplinary requests
  - Rebecca Robertson, Director, Individualized Degree Program (IDP) will be invited to the next meeting to answer questions

10:30a: Chairs’ Compensation Task Force – Rosemary
- The WTU time base model will be reviewed at the February 9 Provost Council of Chairs meeting
  - Rosemary will follow up on whether the Program Leaders will be able to attend

10:40a: Associate Dean’s Report – Heather
- The Digital Humanities Projects are on the College webpage
- Stateside Summer Schedule Considerations
  - There will be a different process in how Summer courses are offered
  - There has been no discussion on free units
  - There was concern regarding the 55% taught by tenure and what does it mean, more clarification is requested
  - Please email Heather concerns and questions for follow up
• PBLC check in
  o Tabled for discussion at a future meeting

10:45a:  Dean's Report - Jeff
• Instructional Budgets and SFRs
  o Tabled for discussion at a future meeting
• The Student Cohort Building Ideas continue to move forward
  o Field Trips for first year students
    ▪ Asking for two faculty volunteers
  o Partnership with Toyon Launch Party
  o Donuts for Finals Week in both BSS and Founders Hall
  o Event Hosted around “Radium Girls” Theatre Production
  o Department Stickers
    ▪ Requests for approval or redesign will be sent out shortly
• The Council of Chairs Webpage is now live on the College website

10:50a  Adjourned

Upcoming Dates:
• Council of Chairs  March 2
• Provost Council of Chairs  March 23
• Council of Chairs  April 6
• Provost Council of Chairs  April 20
• Council of Chairs  May 4