

**Meeting Minutes – CAHSS Council of Chairs**

Thursday, September 28, 2023

9:00–10:50a

Goodwin Forum

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

**Chairs:** Ramona Bell, Matthew Dean, Ben Marschke, Kirby Moss, Cindy Moyer, Marissa Ramsier, Sarah Ray, Maxwell Schnurer, Rosemary Sherriff, Anthony Silvaggio, Lisa Tremain

**Faculty:** Tani Sebro

**Absent:** Kayla Begay, Joice Chang, Nicole Jean Hill, Beth Wilson

**Program Leaders:** Dominic Corva, Sara Hart, Linda Maxwell, Dave Jannetta

The meeting was called to order

Announcements and Shout Outs

- Maxwell – 16th time for the Act to End Sexualized Violence Class
- Maxwell – B.A. Program for Pelican Bay State Prison received a \$1m grant
- Tony – The Ghost Forest: Racists, Radicals, and Real Estate in the California Redwoods book talk by Greg King will take place on October 5
- Ben – Guest Lecture on Animal Histories by Daniel Vandersommers will take place September 29

Provost Leadership Committee

- The Council nominated Lisa and Rosemary to serve on the Provost Leadership Committee. The motion to support the nominations was unanimous.

- Moved: MARRISA
- Second: Sara

#### Approval of Minutes from September 28, 2023

- Moved: Tony
- Seconded: Marissa

#### Approval of Minutes from May 4, 2023

- The minutes will be provided at the next meeting for approval

#### Bylaws Review and Progress

- 3.1.6b: Standing Subcommittees of the College  
Charge: To review college budget allocations, such as MSF and other relevant proposals, and to make recommendations on the College budget and expenditure of funds and provide input on strategic planning related to the budget.  
Moved: Sara  
Seconded: Ben
- 3.1.6.g: Meetings of the Council of Chairs  
The Council of Chairs shall normally meet with the Dean and Associate Dean for two hours bi-weekly. A majority of the Council of Chairs may request a meeting without the Dean and Associate Dean. The meetings in August and January, as well as in other months when a holiday, vacation or other conflict occurs, may be rescheduled to another day in the month. At the beginning of each academic year the Dean shall publish a schedule of the Council of Chairs meetings for that year.  
Moved: Ben  
Seconded: Maxwell
- 3.1.6.h: Conduct of the Meeting  
The Dean shall preside at Council of Chairs meetings. The Dean's designees shall serve as Secretary.  
Moved: Sara  
Seconded: Ben

## College of Arts, Humanities, and Social Sciences

Council meetings shall be conducted in accord with Sturgis' Parliamentary Procedure except in cases when a College by-law dictates otherwise, or in the event the Members at a meeting vote to set aside Sturgis' Parliamentary Procedures, or a portion of it.

Moved: Maxwell

Seconded: Sara

- Voting at a Council of Chairs or any other college meeting, normally shall be by voice or hand. Chairs may also request a secret ballot.

Moved: Sara

Seconded: Cindy

- Article VIII: College Fiscal Policy

### 3.1.8.a: Definitions

Fiscal policy refers to the general principles and criteria that guide allocation and spending, which is to say the development and management of a College budget.

Moved: Sara

Seconded: Cindy

- 3.1.8.b: Urgency of Recommendations

When a fiscal issue or decision is particularly urgent, the Dean may request in writing that the Budget subcommittee and the Council of Chairs forward their written recommendations to the Dean within 5 working days. If a recommendation is not forthcoming, the Dean is authorized to make and forward a decision.

Moved: Sara

Seconded: Ben

- Article IX: Curriculum

### 3.1.9: Curriculum

The CAHSS representatives on the ICC, including the Associate Dean and CAHSS Chairs Representative, shall report out to the Council of Chairs any major curriculum proposals and processes that may impact CAHSS programs and departments. Reporting shall be timely such that affected programs and departments have time to engage with the proposal/issues.

Moved: Ben

Seconded: Sara

- Article X: College Instructional Schedule Policy

3.2.1.a: Role of the Council of Chairs

The Council of Chairs is expected to provide feedback and advisory recommendations regarding instructional policy, faculty workload, and the curriculum to the Dean. The Dean is expected to provide regular updates on these matters to the Chairs.

Moved: Maxwell

Seconded: Ben

- Article XIII: Amendments

3.2.4: Process

Proposed amendments to these by-laws must be submitted to the Council of Chairs for review. Upon approval by a two-thirds vote of the Council of Chairs, an amendment will be forwarded to for an all-College vote. A two-thirds vote is necessary for ratification of a by-law amendment.

Moved: Marissa

Seconded: Sara

The Council voted unanimously to accept all the changes to the bylaws and submit to the College for ratification

- The Council agreed to host a zoom meeting for the College to summarize the Bylaw changes and then hold an electronic vote

#### University Senate Update

- Update on Title IX Implementation Committee activities and future responses to Cozen O'Connor report
- Course Equity Portal by Desdemona Cardoza and Heidi Riggio from the Chancellor's Office
- Second Reading - Resolution Updating the Membership and Duties of the University Policies Committee
- The University Resources and Planning Committee (URPC) is in a very early planning discussion about the Early Exit Program

## College of Arts, Humanities, and Social Sciences

- Part 3 of a “Step by Step presentation on How to Retain Me” by Rouhollah Aghasaleh

### Integrated Curriculum Committee (ICC) and General Ed & All-University Requirements (GEAR)

- There will be one more feedback survey to share experiences of General Education and All-University Requirements, which will be sent in the next two weeks
- There was discussion in ICC that majors under 60 units to work as distance programs and that IDP is full on-line

The meeting was adjourned