

**Humanities and Natural Sciences Council of Chairs Meeting**  
**Dean's Conference Room, Bobet 202J**  
**May 22, 2013 - 9:30 a.m. – 11:00 a.m.**

**MINUTES**

---

**I. Call to Order**

Interim Dean Maria Calzada called the meeting to order at 9:30 a.m.

Attended: Mary Brazier, Maria Calzada, Chris Chambers, William Farge, Mark Gossiaux, Don Hauber, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Thom Spence

Also Attended: Blanca Anderson, Lynn Koplitz, Connie Mui, John Sebastian and Rich Wilson, Academic Counselor

**II. Approval of Minutes**

Minutes of May 6, 2013 were accepted as written and unanimously approved.

**III. Fall Enrollment Discussion**

As of yesterday, there are 602 deposits, and the best guess of first year students is 575. This information was submitted to the Board of Trustees and they recommended aggressive recruitment over the summer with a major focus on transfer students. Work will include letters to students on Saints letterhead and faculty calling students.

There will be a combination of ways to address the shortfall that might include a drawdown from the endowment, a reduction in salary budget, fringe benefits and a volunteer retirement package. We are looking at a 7.3 million dollar deficit. Across the board 10% salary cuts will not be a part of the plan. There will be meetings over the summer to discuss these issues.

In anticipation of the cuts, we are encouraging departments to purchase their own computers if they have additional funds left in their operating budgets. Travel funding and student assistant funds may also be cut. Please utilize work-study students for office work, and not student assistants.

**IV. List of Students and Needs**

Rich Wilson reported that he sent out the list of majors by email. He suggested assigning advisors now so that when students come for summer orientation they would know who their advisors are. Also, he suggested that faculty register their own students. A group registration will be arranged for June 3<sup>rd</sup>.

**V. Orientation and Breakfast**

Thom Spence suggested that representatives from each department should attend the breakfast to talk with students about DPCL's, common curriculum and undergraduate research.

Don Hauber said there would be a brief training on the new common curriculum on May 29<sup>th</sup> at 10:00 a.m. in Bobet 332.

**VI. College Assembly in August**

Dean Calzada suggested having a college assembly social on August 15<sup>th</sup> and the chairs agreed.

**VII. Junior Faculty Course Releases and Tenure Track Faculty Standards**

There was a discussion on junior faculty course releases. Since the financial situation has changed, there was a question about whether course releases must be honored. The Provost has said that we have to go with what is in the offer letters. However, offer letters are inconsistent, even in the same year of hire. Some faculty expressed concern saying that it may be an unsustainable policy and that the policy on junior faculty be revisited.

There was also a brief discussion on the standards of tenure track faculty being raised. It was stated that the CRTC would have to decide. A suggestion was made that departments look at a new protocol on expectations on tenure.

**Move to Adjourn:**

The meeting was adjourned at 11:00 a.m.

Submitted by Diane Riehlmann