

**Humanities and Natural Sciences Council of Chairs Meeting**  
**Dean's Conference Room, Bobet 202J**  
**November 4, 2013 - 3:30 p.m. – 5:00 p.m.**

**MINUTES**

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**I. Call to Order**

Dean Maria Calzada called the meeting to order at 3:30 p.m.

Attended: Blanca Anderson, Mary Brazier, Maria Calzada, Chris Chambers, Frank Jordan, Armin Kargol (for Martin McHugh) Michael Kelly, Kenneth Keulman, Lynn Koplitz, David Moore, and Connie Mui

**II. Approval of Minutes**

Minutes of October 7, 2013 were approved with one abstention.

**Reports from Dean Calzada**

**III. Course Default Syllabi Update**

The training session with the administrative assistants went well.

**IV. Open House**

Open House is Saturday, November 16<sup>th</sup>. This year's Open House will consist of 3 department sessions that repeat and will be held in Multimedia Rooms and Monroe 127. Undergraduate research posters will be displayed in the Gen Chem lab areas. The Chemistry Department has a poster printer if anyone needs it. There will be presentations from Psychological Sciences, Humanities, and Science Undergraduate Research along with Pre-Health. Information for the presentations is as follows:

Session 1 - 9:10 a.m. – 9:40 a.m.

Psychological Sciences – Kendall Eskine will run 2 experiments

Session 2 – 9:50 a.m. – 10:20 a.m.

Humanities – John Sebastian and Sara Butler

Session 3 – 10:30 a.m. – 11:00 a.m.

Sciences – Rosalie Anderson highlights undergraduate research on regenerating joints in humans

There will be a Humanities and Natural Sciences lunch reception at noon in the Danna Center Courtyard/Riverbend Room. Please encourage at least one faculty representative from your department to attend.

**V. Summer School**

The deadline for course schedules to the Office of Summer Sessions is Dec. 6. Marc Manganaro sent a memo to the deans with a list of previous summer courses. He is urging chairs to create an effective roster of summer offerings. Dean Calzada also asked faculty to be smart about course offerings and not to compete against each other. The course listings should be

balanced, with consideration also given to online courses. Dean Calzada said that she would find out about online teaching workshops.

**VI. Financial Update**

The first step in the attempt to balance the budget will be voluntary severance packages. There is a \$7.5 million shortfall expected after the severance packages are completed. We will need a \$5 million adjustment in the Spring that will come from staff, administrators, closures and faculty positions. All of this depends on how many accept the retirement packages. Phased retirement faculty can take advantage of the voluntary severance package.

The University Budget Committee is budgeting for fewer students. Bill Walkenhorst will be preparing a UBC report for the college assembly. Some faculty questioned the content of the reports from the consultants.

Also expect that there will be an additional budget deficit in the Fall semester. There are many unknowns at this time to make decisions.

**VII. Move to adjourn**

The meeting was adjourned at 4:40 p.m.