

**Humanities and Natural Sciences Council of Chairs Meeting**  
**Dean's Conference Room, Bobet 202J**  
**November 5, 2012**

**MINUTES**

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**I. Call to Order**

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

Attended: Mary Brazier, Maria Calzada, Barbara Ewell (Chris Chambers' proxy), William Farge, Mark Gossiaux, Frank Jordan, Michael Kelly, Kenneth Keulman, Martin McHugh, David Moore, Bill Walkenhorst (Thom Spence's proxy)

**II. Approval of Minutes**

Minutes of previous meeting were not read.

**III. Reports**

1. College Handbook Revisions

Interim Dean Calzada reported on redistribution of faculty time. The college will continue to use vitae updates and anyone teaching less than 9 contact hours needs approval, along with a plan submitted by the chair to cover courses.

2. Part Time Representation at the Assembly

The proposal will go first to the College Planning Team and then to the Council of Chairs. Essentially the quorum of the assembly is proposed to be a simple majority of the full time faculty, and faculty teaching 6 contact hours will have ½ a vote.

3. Budget Update

a.) 10%

The dean's office budget was cut by 10%. The University Budget Committee is no longer budgeting for 900 students and 80% retention. In our college, cuts were made from operating budgets, student assistant accounts and travel.

b.) Travel Funds

There was \$75,000 originally allocated for travel. The deadline for travel requests was 10/31/12, and there are no more funds available.

i.) Travel Policy

Dr. Calzada will investigate how many faculty received funding in the past, and what was the average travel allocation.

4. Common Curriculum Update

A statement should be put on LORA under Common Curriculum Requirement regarding SCIE T129, Investigating Nature. SCIE T129 will replace T122.

5. College Assembly

a.) Date

Dr. Calzada will be out of town on 11/15, so the college assembly will be cancelled on that date. The next college assembly is on 12/6.

b.) Agenda items

The Henne proposal for substitution of elected faculty in college committees will be on the agenda.

6. Second (and other) Year Faculty Letters  
Maria raised a question about third year contracts and whether or not faculty should get a copy of the dean's letter. The group suggested there was no harm in sharing the dean's letter with the faculty.
7. Fourth Year Review Questions  
A sample letter is online. The CRTC requirements are not the same as outlined in the letter, but seems to be more recent. We will work to try to standardize requirements.
8. Departmental Review Process  
There is a list of things to do, but there is a question about whether the chairs meet with the dean and the provost. The protocol for departmental reviews is posted online. This protocol does not include a chair's meeting with the dean and provost. Maria asked if this meeting always took place. The chairs answered in the affirmative.
9. Issues With LORA System  
There is a bug in the LORA system when a new course section is closed with 1 on the waitlist. Mike Rachal is aware of this.
10. COC and CPT Minutes Online  
There was a discussion about the Council of Chairs and College Planning Team minutes being posted on the college intranet. The decision was that the minutes should be posted.

**IV. Move to Adjourn**

The meeting was adjourned at 5:00 p.m.

Submitted by Diane Riehlmann