

**Minutes**  
**HSS Department Chairs Meeting**  
Wednesday, December 3, 2008  
4:00 p.m. CN 233

1. *Dean's Council Item:*
  - a. *Enrollment is still going up*
  - b. *Testing Center will be ready effective January 2, 2009*
  - c. *SA handout: American Colleges not at head of the class*  
[http://www.mysanantonio.com/news/education/American\\_colleges\\_not\\_at\\_head\\_of\\_the\\_class.html](http://www.mysanantonio.com/news/education/American_colleges_not_at_head_of_the_class.html)
  - d. *Chronicle handout: The Disciplines and Undergraduate Education*  
<http://chronicle.com/review/brainstorm/index.php?id=1020>
  - e. *Additional Budget cutbacks to be taken, effective no later than July 1, 2009.*
2. *HSS Senators: department representatives' first meeting was Tuesday, December 2<sup>nd</sup>.*
3. *Important Items*
  - a. *Overloads for Spring Semester – current holding spend budget, overload contracts already received put us 3x over budget for the year*
    - i. *No ¾ or 4/3 teaching load for graduate course loads, policy 6.27 says FT Graduate Faculty get a 3/3 teaching load, however HSS has not FT graduate faculty.*
    - ii. *Looking at a minimum minimum of 10 students per HSS course to run in Spring.*
    - iii. *An increase in Independent Study has been noted, should not be approved when the same course is being offered during the semester.*
    - iv. *Course Caps: we need to balance curriculum but not turn students away*
    - v. *Curriculum management: take a look at course offerings*
  - b. *Appointments with dean for individual department curriculum management to take place on Thursday, December 4<sup>th</sup>.*
  - c. *Syllabi online and fees – Fall 2008 only 127 of 352 classes posted their syllabi online (the 127 number does not include WebCT courses but the 352 number does include WebCT Courses)*
  - d. *FAAR/LRT – process will be in place and delivered to the college at our Spring Retreat along with a HSS reference manual. The dean would like to encourage departments to include CV/Vita, summary of teaching evaluation, and copies of publications and/or grants as part of the paperwork required for FAAR's.*
  - e. *Spring Retreat – Wednesday, January 7, 2009 3pm to 5pm in PE 101*
  - f. *Everyday Leadership (certificate)*
4. *Department/Other Items*
  - a. *Internship Credit - Task Force: Steve Barney was charged with writing the initial proposal. It was just learned this week that there is a university internship committee and Lamar Jordan from HSS sits on this committee.*
  - b. *PSY 3150 –approved Monday, December 1, 2008 by HSS curriculum committee.*
  - c. *Regents meeting Friday, Dec 5<sup>th</sup>, Speech Certificate is on the agenda. Jim McDonald will be attending this meeting.*

5. *Next Meeting:* Wednesday, December 10, 2008 4:00 p.m. CN 233, this will be the last meeting of the semester.
6. *Reminders*
  - a. Friday, December 5th - Last Day of Instruction
  - b. Monday, December 8th - Study Day
  - c. Wednesday, December 17th - Grades Due by 4:00 p.m.
  - d. Degree Audit Sheets
    - i. IR cert add Global Business course ie SOC 3030
    - ii. Speech Cert degree Audit Sheet needed (Goes to Regents Dec 5th)