**Minutes for College of Humanities**

**Academic Council**

**Monday, May 9, 2016**

**~Approved~**

# In attendance:

Scott Andrews, Dianne Bartlow, Kent Baxter, Tim Black, Ahmed Bouguarche, Brian Burkhart, Brian Castronovo, Ranita Chatterjee, Abel B. Franco, Gabriel Gutierrez, Greg Knotts, Gina Masequesmay, Evelyn McClave, David Medeiros, Hillary Miller, Jody Myers, Beth Say, Vahram Shemmassian, Jackie Stallcup, Rick Talbott

**1. Call to Order and Introductions**

2:01 p.m.

**2. Approval of minutes**

Minutes approved with Greg Knotts abstaining.

**3. Curriculum Reviews**

* Program Modification: AIS, AIS 222, “Change Program Requirements with No Change in Total Units in Program”
  + Approved.
* Program Modification: MCLL, Armenian Minor, “Decrease Total Units in Program from 24 to 18”
  + Approved with the following additions:
    - List the reasons why you are cutting out 6 units in the narrative.
    - 100 level pre-requisites do not need to be listed.

**4. EPC update**

Chicano Studies Waiver passed EPC.

**5. GSC update**

All Humanities curriculum passed GSC.

**6. Community Engagement Office/Carnegie Classification**

D. Cours, director of Community Engagement and Service Learning, discussed the university’s current endeavor to earn Carnegie Community Engagement Classification. This effort involves collecting data and documenting the university’s commitments to community engagement. Among the advantages of having a Carnegie Classification are expanded opportunities for additional grants and resources.

Cours would like to know the best way to capture data from Faculty and Department Chairs and Program Directors. It would be helpful to know about events that your departments and programs host on campus and a list of those in attendance. You may fill out an application form for the event and submit the after the fact report with photos to her office. Would the departments like to meet with Cours early in the Fall? Should her office reach out to you or would you prefer to reach out to her?

Cours also reported that Risk Management has streamlined relationships with community partners in order to place students, if you need assistance placing your students, the Community Engagement office is happy to help with the process.

Please have your faculty turn in their grant paperwork to the Office of Community Engagement by May 16th.

Handouts were provided. If you would like additional information please contact Cours at Deborah.cours@csun.edu

**7. Emergency Planning and Department Action Plans**

A PowerPoint presentation was provided. If you would like additional information please contact Jenny Novak, Emergency Preparedness Manager at jenny.novak@csun.edu.

Each department and program will be preparing their own plan. Jenny has a template in pdf and word form for departments and programs to create their plans.

Floor marshal are designated to each floor of every building. Chhan Mech is a floor marshal for Jerome Richfield 3rd floor and Noreen Galvin and Tina Chewning are floor marshals for Sierra Hall 4th floor. You may contact Jenny if you do not know who the floor marshals are for your building. During the next 18 months the Department of Polices Services will be conducting building evacuation drills.

The Emergency Planning and Department Action Plans will be reviewed annually and kept on file with Police Services. Emergency Workshops are being offered this summer; you may sign up through the portal.

The Dean’s office can organize a CPR training for the college. Let Noreen know who would like to participate.

In regard to supplies kept in the department/program office, check the dates on the fire extinguishers, first aid kits and all other emergency supplies. Employees should have water, a protein or granola bar, extra pair of practical shoes, flashlight and radio. Remember to check all batteries as well.

**8. Announcements**

**Online Security Training**

Chairs and Directors please inform your faculty, staff, and your student assistants to complete their Online Security Training. If they do not complete their training they will be locked out of the portal.

**Commencement**

All commencement information is on the website. The ceremony will begin at 6:00pm. Please arrive by 4:30pm. Honors Convocation will start at 8:00am. Please arrive by 6:30am.

**Vacation**

Chair and Directors, please send your summer vacation schedule to the Dean.

**6. Adjournment**

3:17 pm