Council of Chairs Meeting of April 19, 2004
Minutes

The meeting was called to order at 10:02 a.m.

Members Present: Janet Adams (HHD), Julio R. Blanco (SC&M), Doris Helfer (LIB), William P. Jennings Jr. (B&E), Rie Rogers Mitchell (EDU), David Moon (AMC), Sid Schwartz (CECS), and Nathan Weinberg (S&BS).

Members Absent: Gregory Velazco y Trianosky (HUM) (excused.)

Substitutes for Members: none

Guests: Peter Bellin EOH/HHD, Joyce Munsch (CADV/HHD) and Gerard Rossy (Management/B&E.)

Presenters/discussants: Fran Horvath (Director, Institutional Research and Planning), Penny Jennings (Interim Vice President Faculty Affairs), and Tom McCarron (Director, University Corporation.)

1. The minutes of the April 19, 2004 meeting were approved with no corrections.

2. Penny discussed a document titled Responsibilities and Expectations for Department Chairs. The Provost requested such a document in order to highlight the important role of the Department Chairs at CSUN and to identify resources to help the chairs meet these duties. The committee members had suggestions to improve the presentation style of this document. Penny also addressed the upcoming chair's retreat and requested ideas and suggestions.

3. Tom discussed the latest draft of the University Licensing Policy. The committee members made numerous suggestions to ensure that the document is self-contained. It was suggested that a check-list be created to assist users. During the discussion, it was decided to invite Tom Brown (Physical Plant Management, PPM) to the council next academic year to inform the chairs about how PPM operates and is funded. The required cost recovery involved in any licensing venture can be costly and PPM services can be a significant portion of the costs.

4. Fran explained the process that helps the departments add technology to the classrooms. There is no line item in the budget specific for this activity.

The meeting was adjourned at 11:56 a.m. The next Council of Chairs meeting will be held on Monday, May 17, 2004 at 10:00 a.m. in the Oviatt Library Room 102C.

Respectfully submitted: Julio R. Blanco, Chair
Council of Chairs