

**Santa Clara University
COLLEGE OF ARTS AND SCIENCES
COUNCIL OF CHAIRS**

Wednesday, June 3, 2009
3:30-4:30 PM

Wiegand Conference Room, Arts and Sciences Building

MEETING AGENDA

- I. Welcome; light refreshments to celebrate the end of the academic year

- II. Presentation of the Dean's Special Appreciation Awards
Glenn Appleby, departing position of Associate Dean
Rich Barber, departing position of Chair of Physics
John Hawley, departing position of Chair of English
Josef Hellebrandt, departing position of Chair of Modern Languages & Literatures

The Osgood T. Schmulhoff Award
Josef Hellebrandt

Thank You's to Acting Chairs
Luis Calero/Anthropology
Helen Moritz/Classics

New Chairs or Reappointed Chairs
Lisa Kealhofer/Anthropology
Jack Gilbert/Chemistry and Biochemistry
John Heath/Classics
John Birmingham/Physics
Janet Flammang/Political Science

- III. Brief Announcements
 1. Freshman Enrollment Planning
 - The Provost has asked us to plan for 1100 frosh.
 - Our Nov Plans planned for 1200 frosh.
 - We will convert most of the extra new core sections to old core areas where there is still student need.
 - Kathleen will contact you in the next few days to explain the options for your department. These changes need to be finalized by the middle of next week in order for New Student Orientation & RLCs to have the information/documents they need.

2. Budget News

- The numbers we gave you a few weeks ago are still good. There is no further decrease in our operating budget.
- The Trustees have asked the University to modify how it budgets and keeps track of expenses so that everything gets spent out of one fund.
- The Provost's Office and Budget Office are working on an implementation plan and will be getting back to us shortly. They have not decided whether the plan will be implemented on July 1, 2009 or July 1, 2010.
- We will discuss this new initiative with your administrative assistants/budget managers tomorrow at the regularly scheduled meeting and will schedule training sessions as needed.

3. Fall Chairs Retreat

- New Chairs Orientation & Training WED SEP 9 [Wiegand Rm]
- All-day one-day Chairs Retreat THU SEP 10 [TBD]

IV. Queries from Chairs

- V. Round-the-table comments from the chairs, directors, and dean's staff about this past year.

VI. Adjournment at 4:45 PM

Next Regular Meeting: Wednesday, October 7, 2009